APPENDIX XI.

IMPORTANT STANDING ORDERS OF GOVERNMENT LAYING DOWN GENERAL PRINCIPLES OR CONTAINING STATEMENTS OF POLICY.

Standing Orders.

Government orders laying down general principles or containing statements of Policy.

Question of incorporation of, in departmental manuals issued with the sanction of Government.

(G.R., G.D., No. 919/33, dated 13th September 1935.)

Government are pleased to direct that all important orders of Government laying down general principles or containing statements of policy, should, in future, be invariably included in the appropriate departmental Manuals compiled for official use.

2. Government have no objection to the inclusion of such orders in the official publication, which is available to the public or in a non-official publication issued with the sanction of Government provided that such inclusion is previously approved by Government and provided also that it is made clear in the publication that the orders of Government or the statements of policy included therein are liable to alteration and are not binding on Government.

Cheques.

Measures to minimise chances of frauds.

(G.R., F.D., No. 1297, dated 17th July 1922.)

In order to minimise chances of frauds in connection with Government cheques, remittances, transfer receipts, supplementary bills and Treasury Orders, it has been suggested that the forms of these should be printed in fugitive ink. The Superintendent, Government Printing and Stationery, is accordingly requested to make arrangements for the printing of the forms for cheques, etc., in fugitive ink and to obtain from the Controller of Printing and Stationery, Calcutta, a supply of the Calcutta Stationery Office Registration Ink which has the necessary indelible properties. Direct that cheques, remittance transfer receipts, supplementary bills and treasury orders should invariably be written in this ink. The Stationery Office should supply the ink to all indenting officers. The following officers generally draw cheques or have to issue remittance transfer receipts, supplementary bills or treasury orders:—

Divisional Forest Officers.
Mint Master, Bombay.
Collector of Customs, Bombay.
Chief Accounts Officer of Customs, Salt and Excise, Bombay.
Commissioner of Customs, Salt and Excise, Bombay.
Chief Collector of Customs in Sind.
Accountant General, Bombay.

Government Printing.

Government sanction for new jobs.

[G.R., R.D., No. P-18(2), dated 23rd November 1922.]

Heads of Departments are informed that they can indent on the Press for those forms only which have been sanctioned and are in stock. Any officer requiring a new form or any new work printed which has not been sanctioned, must obtain the previous sanction of Government.

Fair Representation of all castes.

(G.R., F.D., No. 2610, dated 12th December 1925.)

In partial modification of the schedule attached to Government Resolution, No. 2610, dated 5th February 1925, and with reference to paragraph 2 of Government Resolution

No. 2610, dated 26th October 1925, the Governor in Council is pleased to direct that Christians of European and Allied races, and those known as Anglo-Indians, Goans, East Indians and Mangalorians, should be regarded as belonging to the advanced classes, while all Indian Christians not included in the above classes should be treated as backward for the purposes of recruitment to clerical posts throughout the Presidency of Bombay.

Desk Diaries.

Date of Indents.

(G.R., G.D., No. 4141, dated 30th April 1925.)

Directs that all heads of departments should communicate their requirements for desk diaries to the Manager, Yeravda Prison Press, by 1st of September each year at the latest.

Note Books with Leather covers.

(Letter No. 7689, dated 26th September 1924, from the Superintending Engineer, Central Division, Poona.

For outdoor establishments of the Public Works Department, note books with leather covers may be supplied in future instead of books with ordinary paper covers which is flimsy.

Pitman's Special Pencils for Legislative Council reporters.

(Letter No. 5812-G, dated 28th January 1925, from the Secretary to Government, General Department.)

Directs that only "Pitman's Special Pencils" for reporting purposes should be stocked and supplied to indenting officers.

Sparling Locks for Chubb's Locks.

(G. D. L. No. 5627C, dated 8th August 1924.)

Refers to letter No. 3773, dated 7th July 1924, from the Superintendent, Government Printing and Stationery, and states that Sparling Locks should be supplied in future in lieu of Chubb's Locks hitherto supplied. These were subsequently replaced by Godrej's locks by an office order.

Supply of Ink Powder to the Registration Department.

(Letter No. AD-102, dated 3rd September 1924, from the Inspector General of Registration, Poona.)

Approves of the proposal to supply ink powder in packets to the Officers of the Registration Department.

Stationery to Village Munsiffs.

(Para. 2 of G.R., H.D., No. 9224, dated 19th February 1926.)

Directs that the local purchase of stationery articles for village munsiffs should cease in future. The Subordinate Judges should include the annual requirements of these officers in their own office indents for stationery on the Stationery Office.

Penholders.

Increased scale to Revenue Clerks.

(G.R., G.D., No. 1538, dated 2nd March 1926.)

The ordinary penholders at present supplied by the Stationery Department are of poor quality, the penholders supplied to the public on the counter are either spoiled, or broken

and the present scale does not allow for breakage or loss. The Commissioner, Central Division, therefore recommended that the scale of penholders to Revenue Department establishments should be raised from 2 to 4 and this was agreed to by Government.

Stationery on payment to Section writers of District Courts.

(G.R., H.D., No. 1380/2, dated the 24th August 1927.)

Directs that stationery articles for the use of Section writers of District Courts should be purchased from the Superintendent, Government Printing and Stationery, on payment.

The Paper to be supplied should bear the usual watermark "Government of Bombay".

Extravagance of Forms and Stationery.

(G.M., G.D., No. 1538/6196G, dated 13th June 1927.)

The Superintendent, Government Printing and Stationery, is directed to report to Government all cases in which indents are clearly prepared on an extravagant scale and without proper attention to the orders of Government giving the names of the officers responsible and the items which are obviously extravagant.

Home Indents.

Procedure regarding transmission of —

(G.R., G.D., No. 356, dated the 28th October 1927.)

With reference to rule 10 of the Provincial "Rules for the supply of articles for the public service" framed by the Government of Bombay, the following procedure was proposed to be adopted in connection with the transmission of indents to the Director General of Stores, India Store Department, London :—

"On receipt of the indent by the Indian Store Department, that Department will scrutinize it with a view to ascertaining whether any of the items can be obtained in India in conformity with the Rules. If the indent contains any such items, it will be forwarded to the Director General of Stores, with the particular item marked "Suspend" and he will be advised that no action should be taken to supply the item until further instructions are received from the indenting officer. Simultaneously with the transmission of the indent to the Director General of Stores, the indenting officer will be informed of the action taken by the Indian Stores Department on the indent, and asked to intimate to the Director General of Stores, and the Indian Stores Department, the action which he desires to be taken in regard to the items in question."

Petitions and Memorials.

Submission of —

(Government G.D. Circular No. 5562, dated 13th October 1927.)

The Government of Bombay are pleased to direct that copies of memorials addressed to Government, which under the rules are required to be submitted through local and controlling authorities should not be forwarded by any Memorialist direct to Government.

Exchange Calculation of payments in Sterling money.

(Government F.D. Circular No. 2874, dated 13th October 1927.)

Directs that in supersession of all previous orders provision in budget estimates on account of all payments to be made in England should be calculated at the rate of Rs. 13⅓=1£ and that no separate provision for exchange should be made on account of such transactions.

Indian Inks :

Supply of —.

(G.R., G.D., No. 2311, dated 29th November 1927).

In supersession of Government Resolution, Home Department, No. 2770, dated 21st June 1923, regarding the supply of Stephen's Inks to Government offices, Government are pleased to direct that Indian Inks should be purchased in future for supply to Government offices in lieu of Stephen's or Mayall's Inks.

Desk Diaries.

Supply of, to Central Officers.

Letter No. C.P.O. 99/16/27, dated 28th January 1928, from the Deputy Controller of Printing, Central Printing Office, Delhi, to the Superintendent, Government Printing and Stationery.

"In supersession of all previous orders on the subject, the officers in charge of the Presses of the Provincial Government are hereby informed that with the approval of the Government of India, desk diaries printed by the Provincial Governments should in future be supplied to Central Officers located in the Province *on payment only.* The sanction of the Controller of Printing, Stationery and Stamps, or of the Central Printing Office is not necessary for such supplies."

Making full use of the rate and running contracts entered into by the Indian Stores Department.

(P. D. R. No. 6854, dated 16th December 1929.)

Draws attention of all purchasing authorities to the desirability of making full use of the system of rate and running contracts entered into by the Indian Stores Department for the purchase of large varieties of stores. This system affords a valuable means of securing the objects of economy in purchase and the avoidance of the accumulation of stocks. If desired by the indenting officers, the Indian Stores Department will make arrangements to enable such officers to place requisitions direct on the contractors concerned for any description of stores covered by the rate and running contract.

2. The rate contract is a contract for the supply of stores at fixed rate during the period covered by the contract. No quantities are mentioned in the contract, and the contractor is bound to accept any order which may be placed upon him at the rates specified. Favourable quotations are usually obtained for this type of contract because the contractor is assured of regular demands. It has the further advantage to the indentor of enabling him to obtain his stores as and when required without the delay involved by calling for tenders for each demand.

A running contract, on the other hand, is a contract for the supply of an approximate quantity of stores at a fixed price during a certain period. The great advantage of this type of contract is that it enables the small indentor to obtain the advantage of prices quoted for large quantities.

Rejection of stores purchased and Inspected by the Indian Stores Department.

Memorandum No. D.158 (87)-*b*, dated 11th January 1930, from the Chief Controller of Stores, Indian Stores Department, New Delhi, to the Superintendent, Government Printing and Stationery, Bombay.

States that the Indian Stores Department being the contracting party, the final rejection of stores lies with its competence alone and that therefore it is not permissible for an indenting officer or consignee to reject stores which have been accepted by that Department. In cases in which an indenting officer considers that grounds for the rejection of such stores exist, a full report should be forwarded to the Indian Stores Department Inspectorate concerned and the goods complained of set aside pending final disposal.

Levy of departmental charges by the Stationery Office.

(G.R., G.D., No. 5013, dated 28th November 1929.)

Government are pleased to direct that in future a departmental charge of 10 per cent. should be levied on all articles supplied on payment to (*a*) the Commercial departments of the Government of Bombay, (*b*) the Central offices in the Bombay Presidency, (*c*) other Governments, and (*d*) the Development Department and the Lloyd Barrage Department. As supplies of stationery to Local Boards are not supplied without the express sanction of Government, the question of recovery does not arise.

Nibs. Supply of —.

to officers and clerks in the Kolaba District.

(G.R., R.D., No. 3759/28, dated 29th November 1929.)

The supply of nibs to the officers and clerks in the Kolaba District Collectorate should be increased from 50 to 72 per head per annum, as recommended by the Commissioner, Southern Division.

Power to transfer men from one Press to the other.

(Para. 2 of G.R., G.D., No. 5836, dated 14th August 1928.)

Government are pleased to direct that the power to transfer men from one press to the other for short periods should be delegated to the Superintendent, Government Printing and Stationery, in the interest of Government work.

Ribbons. Supply of —.

Only in black colour.

(G.R., G.D., No. 2367, dated the 9th July 1928.)

In Government Resolution, General Department, No. 2367, dated 22nd April 1926, it is directed that ribbons only of black colour should be supplied in future on the score of economy.

In the orders of 9th July 1928, Government have decided that no two coloured ribbons should be supplied on any ground.

Instructions to Executive Officers for entering into contracts. (Government Resolution, Finance Department, No. 5252, dated 16th June 1930).

* * * * * *

(1) The terms of a contract must be precise and definite, and there must be no room for ambiguity or mis-construction therein.

(2) As far as possible, legal and financial advice should be taken in the drafting of contracts and before they are finally entered into.

(3) Standard forms of contracts should be adopted wherever possible, the terms to be subject to adequate prior scrutiny.

(4) The terms of a contract once entered into should not be materially varied without the previous consent of the competent financial authority.

(4*a*) Cases involving revision of fixed rates specified in contracts should be referred to Government in the Administrative Department concerned for orders.

(5) No contract involving an uncertain or indefinite liability or any condition of an unusual character should be entered into without the previous consent of the competent financial authority.

(6) Whenever practicable and advantageous, contracts should be placed only after tenders have been openly invited, and in cases where the lowest tender is not accepted, reasons should be recorded.

(7) In selecting the tender to be accepted, the financial status of the individuals and firms tendering must be taken into consideration in addition to all other relevant factors.

(8) Even in cases where a formal written contract is not made, no orders for supplies should be placed without at the least a written agreement as to price.

(9) Provision must be made in contracts for safeguarding Government property entrusted to a contractor.

(10) The Auditor General and under his direction, other Audit authorities, have power to examine contracts and to bring before the Public Accounts Committee any cases where competetive tenders have not been sought, or where high tenders have been accepted or where other irregularities in procedure have come to light.

Free supply of stationery to the whole office staff of the Chief Translator, High Court, Bombay. (for both the Appellate and Original sides.)

Home Department letter No. 8243/2-B, dated 22nd November 1930, to Registrar, High Court, Appellate Side, Bombay. (Copy to Superintendent, Government Printing and Stationery, No. 8243/2-B of date).

Conveys the sanction of Government to the proposal that the Chief Translator, High Court, Bombay, should prefer independently a consolidated indent on the Stationery Office for stationery for the whole of his office staff on both the Appellate and Original sides from the year 1931-32.

Printing of Special Forms.

(G.R., G.D., No. 3450, dated 1st December 1930.)

In order to avoid delay in the printing and supply of special forms by the Presses, Government are pleased to direct that in future the Controlling officers should first consolidate the requirements of all the officers subordinate to them and forward the consolidated indents to the Superintendent, Government Printing and Stationery, for compliance before the date fixed by Government.

Free supply of Stationery to the Clerk of the Crown, High Court, Bombay.

(H.D.R. No. 6252/2-V, dated 23rd August 1930.)

Paragraph 3 of the Resolution sanctions the free supply of stationery articles to the Clerk of the Crown, Bombay, for his office use.

Supply by book adjustment, i.e. on payment to the officers of the Government Observatory in the Presidency. (Peons' Liveries.)

(G.R., F.D., No. 8002-B, dated 14th July 1930.)

Sanctions the supply of peons' clothing to the peons of the Director General of Observatories for the Meteorological Office at Poona, from the year 1930 onwards on indent. The charges on account of the supply of cloth and other articles should be met by book-adjustment.

Free supply of Clocks and Time Pieces.

(P.W.D.M. No. 9898-A, dated 20th June 1930, to the Superintending Engineer, Southern Circle, Belgaum.

(1) It is not necessary for Executive Engineers to make provision for clocks and time pieces in their tools and plants estimates.

(2) Sanction of the Chief Engineer is necessary for replacing unserviceable clocks or time pieces, *vide* paragraph 706(*d*) of the Bombay Public Works Department Manual.

(3) Time Pieces will also be supplied *free of charge* by the Superintendent, Government Printing and Stationery.

Supply of typewriter on loan at a monthly rent of Rs. 5 to Chargeable Officer.

(G.R., G.D., No. 1806, dated 8th April 1930.)

Letter No. A.B. 4224, dated 22nd February 1930, from the Superintendent, Government Printing and Stationery.

RESOLUTION.—The action of the Superintendent in supplying a typewriter to the Secretary, Banking Enquiry Committee on loan on a monthly rent of Rs. 5 per machine is approved.

2. Government are pleased to authorise the Superintendent to supply a typewriter on loan to a chargeable officer provided that the officer is willing to pay a monthly rent of Rs. 5 per machine.

Additions to Electric Installation.

(G.R., P.W.D., No. 4067/27-M, dated 7th June 1930.)

States that all Electric Installations in Government buildings are under the administrative control of the Electrical Department. Funds for their maintenance and for additions and alterations are to come from the head "41-Civil Works—Provincial". The administrative approval is to be given by the officer requiring the work if the cost is within the powers of administrative approval and in other cases by the administrative department concerned.

Stationery.

Discontinuance to Military Officers.

(G.R., G.D., No. 7436, dated 29th January 1930.)

(Para. 2 of G.R., G.D., No. 7436, dated 3rd October 1929.)

Government are pleased to direct that the Stationery Office should discontinue the supply of articles of stationery to the Military Officers mentioned at serial Nos. 6-39 in the list embodied in Government Resolution No. 7436, dated 3rd October 1929. Further lays down that Central Officers can obtain stationery articles from local Government only with the specific sanction of the Controller of Printing and Stationery, Calcutta.

Bicycle Accessories.

(P.W.D. M. No. 9898-A, dated 24th March 1931.)

With reference to paragraph 2 of his letter No. G 111/S.C., dated 31st January 1931, the Superintending Engineer, Southern Circle, is informed, with compliments, that he should keep with him a small stock of bells, spokes, and such other articles of Bicycle accessories as may be usually required by him to keep the bicycles in working order by indenting on the office of the Superintendent, Government Printing and Stationery, along with other articles. This will obviate the payment of higher prices for small requirements.

Stationery.

Economy in —

(G.R., G.D., No. 1185, dated 13th February 1931.)

Government are pleased to direct that as a measure of economy, all Departments of the Secretariat should use in future, Cream Wove Paper of Indian manufacture for ordinary drafts, notes and letters of minor importance.

Printing and Stationery.

(G.D.M. No. S. 42-C, dated 7th/9th January 1931.

The undersigned presents compliments to the Superintendent, Government Printing and Stationery, and with reference to his Memorandum No. P.B. 1908, dated the 28th November 1930, is directed to request that whenever any item of stationery or printing

according to particular requirements is likely to cost more than the ordinary rates for such items or work, he should invite the attention of the Department concerned immediately and before the final orders are passed.

Stationery on payment to Section-writers in Subordinate Courts.

(G.R., H.D., No. 1380/2-11, dated 9th December 1930.)

The Governor in Council is pleased to direct that articles of stationery required for the use of Section-writers of Subordinate Judges' Courts in the Presidency proper should in future be obtained from the Stationery Office, *on payment*.

This was sanctioned on the plea that local prices are in many cases higher than those charged by the Stationery Office.

Supply of Chappals.

Government Home Department letter No. 8966/2-E, dated 17th June 1931, to the Superintendent, Government Printing and Stationery.

States that in modification of the orders contained in paragraph 5 of the Government Resolution, Home Department, No. 197-V, dated 20th August 1930, the following revised arrangements have been made so far as they relate to the supply of Chappals:—

1. That during the current year, i.e. 1931–32, the Criminal Tribes Settlement deparment should supply the chappals required for use in the offices in the Bijapur District and the Criminal Tribes Settlement Officer should ascertain their requirements by direct communication with the officials concerned, the Jail Department supplying chappals to offices in the remaining districts.

2. That with effect from 1932/33, the Superintendent, Government Printing and Stationery should pass on for compliance to the Criminal Tribes Settlement Officer the indents for chappals received from the Bijapur, Dharwar and Sholapur Districts and to the Inspector General of Prisons similar indents received from all other districts.

Stock of Drawing Materials.

(P.W.D.M. No. 3612/27-W, dated 14th January 1931.)

Conveys the sanction of Government to the drawing colours required by the Executive Engineer, Special Irrigation Division, being stocked by the Superintendent, Government Printing and Stationery, Bombay.

Destruction of records regarding Accounts audited by the Indian Audit Department.

(G.R., F.D., No. 5320, dated 24th November 1931.)

RESOLUTION.—The following general principles are laid down with regard to the destruction of office records.

(*a*) The following should on no account be destroyed:—

Records connected with expenditure which is within the statute of limitation.

Records connected with expenditure on projects, schemes, or works not completed, although beyond the period of limitation.

Records connected with claims to service and personal matters affecting persons in the service.

(*b*) The following should be preserved for not less than the periods specified against them :—

Description of records.	Period of Preservation.
Annual Establishment Return (Books of Establishment)	35 years.
Register of Contingent Expenditure	5 years.
Detailed Budget Estimate of an office	5 years.
Travelling allowance bills and acquittance rolls relating thereto	3 years.
Service Books (5 years after retirement or death whichever is earlier).	
Leave accounts of non-gazetted servants (after death or retirement)	3 years.
Pension Cases (after retirement)	5 years.
Statement of monthly progressive expenditure and correspondence relating to discrepancies in figures.	2 years.
Mortality return of pensioners	5 years.
Pay bills of Government servants for whom no establishment returns are submitted and no service books are maintained.	35 years.
Pay bills of other classes of Government servants and acquittance rolls for pay and allowances (other than travelling allowance) when maintained separately (see note 1 below).	6 years.

Note 1.—Before any bills are destroyed the periods of temporary and officiating service, as recorded in the Service books of the Government servant concerned should be verified by the Head of the Office from the pay bills and the fact of such verification should be recorded under proper attestation in the service books.

(*c*) Heads of Departments are competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless, but a list of such records only as properly appertain to the accounts audited by the Indian Audit Department, for the destruction of which no specific provision exists in the rules, should be forwarded to the Accountant General, for his concurrence in their destruction before the destruction is ordered by the Head of the Department.

Times of India Directories and Indian Year Book.

Supply by the Stationery Office.

(G.R., G.D., No. S. 58, dated 16th April 1932.)

(G.R., G.D., No. S. 58, dated 28th March 1933.)

The Times of India Press having agreed to allow a 10 per cent. discount if 25 to 40 copies of the Directory are purchased through one source at one time, Government desired with a view to save expenditure that these publications should be supplied by the Superintendent, Government Printing and Stationery, by purchasing the requirements in bulk of all indenting officers as sanctioned by Government and paying the cost from the grant or savings in the grants at his disposal. Supplies to officers other than those noted in the list will be made on Government sanction.

The Indian Year Book.

Purchase of —.

(G.R., G.D., No. S. 58, dated the 28th March 1933.)

Read Government Resolution, General Department, No. S. 58, dated the 16th April 1932.

RESOLUTION.—Several copies of the Indian Year Book are at present purchased direct by various Government officers and the charges met from their contract grants. The total number of copies thus purchased annually is understood to be about 45. As the Times of India have agreed, as in the case of their Directory, to allow a discount of 10 per cent. if the copies of the Indian Year Book are purchased in bulk, those Heads of offices in the Bombay Presidency, including Sind, and Departments of the Secretariat that now purchase copies of the Year Book from their contract grants, should be requested

to communicate their requirements to the Superintendent, Government Printing and Stationery, before the 1st of April every year. They should also be requested to communicate to the Superintendent, Government Printing and Stationery, by the same date their requirements if any, of the Times of India Directory as well, instead of by the 10th May as directed in Government Resolution No. S. 58, dated the 16th April 1932. The Superintendent should then purchase the requisite number of copies of the two publications from the Times of India Office at the discount of 10 per cent. promised by them and supply them to the officers and Departments concerned direct. The Government offices to whom copies are supplied should be requested to surrender the saving in their contract grants on this account to Government in the Departments concerned.

Disposal of old copies of Times of India Directories and Indian Year Book.

(G. D. Circular No. S. 58, dated 4th August 1941.)

In accordance with the orders issued in General Department Circular No. S.-58, dated 14th February 1939, officers using the publications were directed to return the old copies to the Superintendent of Government Printing and Stationery, Bombay, for disposal freight or postage 'prepaid'. These orders were however subsequently cancelled with partial modification as under *vide* orders contained in General Department Circular No. S. 58, dated 4th August 1941 :—

"Officers in the Bombay City should return copies of these publications (Times of India Directory and Indian Year Book) to the Superintendent, Government Printing and Stationery, Bombay, as heretofore while the officers in the mofussil receiving copies of the publications should either supply the old copies to their subordinate officers who may require them or sell them locally."

Home indents on the D. G. of Stores, London.

(Letter No. K-119 (8), dated 10th March 1932, from the Chief Controller of Stores, Indian Stores Department, New Delhi.)

With reference to the orders of Government and the rules for the supply of articles required to be purchased through the public service, states that the indents should be sent to the Director General of Stores, London, direct and only one copy of it forwarded to the Indian Stores Department Office simultaneously for scrutiny.

Metal Seals for the Registration Department.

(Letter No. C. O. 274/(2) and (3), dated 17th March 1933, from the Inspector General of Registration, Poona.)

States that the quality of metal seals (costing Rs. 8 per 1,000) *vide* letter No. A.B. 352, dated 30th April 1933, from the Superintendent, Government Printing and Stationery, Bombay, has been approved. These may be supplied to all District Registrars in whose districts the Photo-Copying system is in use. They should be included in the annual indents for stationery.

Payment of freight charges on typewriters, and reduction in the P.A. of Stationery Office.

(G.R., G.D., No. 7270, dated 19th April 1929.)

In accordance with the orders issued in the Government Resolution, all officers of Government were made to pay all freight charges on typewriters and supplicators sent to the Stationery Office. The amount of Permanent advance of the Stationery Office was therefore reduced from Rs. 270 to Rs. 100 only (*vide* Government Resolution, General Department, No. 9489, dated 9th December 1932.)

Delegation of Financial Powers to accord sanction to additions and alterations, etc.

(G.R., G.D., No. 8712, dated 3rd August 1932.)

(1) The power to accord administrative approval to additions and alterations to buildings and electric installations provided that the cost does not exceed Rs. 250 in each case, was delegated to the Superintendent, Government Printing and Stationery, Bombay.

(2) Power to depart from the terms of a contract, i.e., power of granting increased rates in excess of sanctioned tendered rates to contractors, up to a limit of 5 per cent., for any one item of work, provided the increased amount of tender is within his power of acceptance of the tender, viz., Rs. 1,000 in each case, in the case of imported stores.

Election to Local Bodies.

Prohibition of Government servants from standing as a candidate at — without permission.

(G.R., G.D., No. 7191, dated 17th June 1935.)

RESOLUTION.—In modification of the orders contained in Government Resolution No. 7191, dated 18th July 1929, and 13th January 1931, Government are pleased to direct that Government servants desiring to stand for election to local bodies should follow the procedure indicated below :—

(*a*) In the case of Municipal Corporations, Borough Municipalities and District Local Boards, a Government servant should apply for permission to Government in the General Department, through the head of the department in which he is employed, the Collector of the District and the Commissioner.

(*b*) In the case of District Municipalities and Taluka Local Boards, such Government servant should apply to the Commissioner of the Division through the head of the department and the Collector.

(*c*) In the case of other minor local bodies, e.g., Village Panchayats, School Boards, etc., such Government servant should apply to the Collector of the District concerned through the Head of his department.

In forwarding application to the Collectors, Head of the department should indicate whether or not in their opinion the Government servant concerned can be allowed to serve on a local body, without prejudice to the interests of his department.

Procedure for communication of orders to the Public.

(P. and R. D. No. 804/33, dated 5th August 1935.)

RESOLUTION OF GOVERNMENT.

It has come to the notice of Government that there is a considerable divergence in the method followed by Government officers in connection with the communication of orders on applications received from the Public. In certain districts the communication of orders is made to the party concerned orally and the village officers take the thumb impression of the party in question in token of acknowledgment of the communication. In the opinion of Government, this practice is undesirable. They are therefore pleased to direct that in reply to every written application, unless presented in person and replied to in person on the spot, a written answer should be given, preferably through the post if that method is convenient ; otherwise through the local officers if for any reason that course is preferred. In the latter case, the written answer should be delivered to the party at the time his acknowledgment by signature or thumb impression is taken.

Discontinuing the submission of annual return 'Statement of Stationery stores purchased and issued,' in Form 73E.

(Letter No. D.A.V. 46/1491, dated 9th August 1935, from the Accountant General, Bombay.)

Forwards copy of letter No. 294-Comp/KW-117-34, dated 16th July 1935, from the Auditor General in India, New Delhi, to the Accountant General, Bombay.

"Statement showing the value of the Stationery Stores in, purchased for, and issued from, the Stationery Stores".

I have the honour to state that as a measure of simplification of the Finance and Revenue Accounts, it has been decided to omit therefrom Account No. 73C, showing the value of Stationery Stores in, purchased for, and issued from, the Stationery Stores. In consequence of this decision, the annual return prescribed at item 15 of Appendix I to the Account Code will no longer be required in this office. The submission of the return may therefore be discontinued from the year 1935-1936.

Stationery to President of the Bombay Medical Council.

(G.R., G.D., No. 880/33, dated 12th June 1935.)

With effect from the year 1936-37, the printing work done for the Medical Council will be charged for and paid for from the grant sanctioned by Government for the Council.

The Council should not make any payment for the work done at the Press during the year 1935.

Desk diaries should continue to be supplied *free of charge as a special case.*

Check on the supply of pagrees from the Jails.

Paragraph 2 of G. M., G. D., No. 7662/C, dated 21st February 1935 on the subject of surprise check of articles in stock.

2. As regards 'Pagrees' the Director of Industries, who was consulted in the matter, suggests that one pagree in every 10 pagrees should be checked and that a tolerance of 9" in the length of pagrees may be allowed when checking stock against sealed samples.

Stationery to Passport Office.

(Letter No. 44/38/34/A and F, dated 28th January 1935, from the Controller of Printing and Stationery, Calcutta,)

States that stationery articles are not to be supplied to the Commissioner of Police, Bombay, for use in the Passport Branches as he is to obtain them from the Central Stationery Office, Calcutta.

Delegation of powers to Heads of Departments regarding Printing.

(G. R., G. D., No. 9887, dated 5th September 1934.)

The Governor in Council is pleased to delegate the power to sanction the printing at a Government Press of notices, lists, forms, etc. required in connection with departmental work to the following heads of departments, subject to the concurrence of the Superintendent, Government Printing and Stationery, Bombay :—

The Commissioner in Sind.
The Commissioners of Divisions.
The Commissioner of Excise.
The Chief Conservator of Forests.
The Director of Agriculture.
The Chief Agricultural Officer in Sind.

Printing of forms of the Landing and Wharfage Funds, on payment.

(G.R., R.D., No. S-82/18356, dated 21st October 1936.)

Authorises the Superintendent, Government Printing and Stationery, to undertake all printing work connected with the Landing and Wharfage Fees Funds *on payment*, without reference to Government, provided such work does not interfere with the legitimate functions of the Press.

Debit of the cost of supplies made to Government House, Bombay.

(G.M., G.D., No. 798/33-C, dated 2nd July 1936.)

States that the cost of stationery and forms which His Excellency uses for purely official or departmental purposes should be debited to "46-Stationery and Printing". Cost of supplies used by His Excellency for his private, semi-private or social purposes should be debited to the contract or sumptuary allowances of His Excellency the Governor.

The same procedure to be followed for supplies made to the Military Secretary's Office.

Clothing to Temporary peons.

(G.R., R.D., No. 6024, dated 30th November 1936.)

The Superintendent, Government Printing and Stationery, Bombay, is authorised to pass indents for clothing to the temporary peons serving under the Special Recovery Officers on a certificate from the Registrar, Co-operative Societies.

Exchange of publications from China.

Letter No. S-164/12312/A, dated 22nd October 1936, from the Under Secretary to Government, General Department, to the Ministry of Education, Bureau of International Exchange, National General Library, Nanking, China.

States that the Government of Bombay do not maintain an Exchange or Distributing Bureau and that in the circumstances they regret that they are unable to undertake the distribution of the Chinese Publications.

Budget Estimate for Expenditure in England.

(G.M., G.D., No. P-158/C, dated 28th August 1936.)

Observes that the present system of making a full provision under the head "46-Stationery and Printing" and then obtaining the money required for expenditure in India by re-appropriation from the funds provided in the High Commissioner's budget is financially unsound and requests that it may be replaced in future by the usual system of making provisions on the basis of the average of the actual expenditure of the last three years.

Weight margin allowed by Trade Custom.

Letter No. S-3543/36/4. HP, dated 16th September 1936 from the Director General of Stores, India Store Department, London.

* * * * * * *

With reference to your letter No. SB/689 dated 18th August 1936, I am directed to inform you that the weight margin allowable by Trade Custom is plus or minus 5 per cent.

Carbon Paper, Superior, to Secretariat Departments.

(G.M., G.D., No. 8300/C, dated 6th July 1936.)

Directs that the supply of Carbon Paper to the Secretariat Departments should be regulated in future as under :—

"Red Seal" Carbon Paper ..	Upto but not exceeding 50 per cent. of the total monthly requirements.
"Kores"—Carbon Paper—or paper of any other make approved from time to time.	Balance of the total monthly requirements.

Stationery :

Free supply to all subordinate Government Pleaders.

Legal Department Circular No. 567, dated 30th January 1936.

In continuation of Circular of Government No. 6477, dated 4th December 1934, directs that with effect from 1st April 1936, Subordinate Judges should supply stationery required for the use of Subordinate Government Pleaders attached to their courts in the same manner as postage stamps are supplied at present.

No separate indents need be submitted to the Stationery Office, but the Subordinate Judges should include these requirements in their own office indents and supply same to the Sub Government Pleaders on receipt, whenever required.

Transfer of subjects from the Finance Department to the Political and Reforms Department.

(Finance Department Resolution No. 146/33, dated 30th January 1937.)

All Heads of Offices are informed that with effect from 1st February 1937, work connected with the following subjects has been transferred from the Finance Department to the Political and Reforms Department:—

(1) Provincial Public Service Commission.

(2) All matters affecting Services and Posts, appointments to which are made by the Secretary of State.

(3) Safeguarding of the rights and legitimate interests of all establishments.

(4) Classification and Recruitment Rules.

(5) Measures to secure adequate representation of all castes and communities in the Public Services.

(6) Conduct, Discipline and Appeal rules including the Government Servants' Conduct Rules.

(7) Government Servants' Association.

(8) Rules of Family Pension Funds (including Indian Civil Service Family Pension Fund and Superior Services (India) Family Pension Fund).

(9) Rules of Provident Fund (including those to all India Service).

(10) Examinations.

(11) Clothing, Uniforms, Kamblies and Umbrellas.

(12) Public Holidays.

Communications relating to the above subjects should with effect from 1st February 1937 be addressed to the Government in the Political and Reforms Department.

Age Limit for the purpose of entry into Government Service.

(Finance Department Resolution No. 1591/34, dated 20th July 1937).

CIRCULAR MEMORANDUM.

Rule 8 of the Bombay Civil Services Recruitment Rules empowers Government to prescribe the qualifications in respect of age and education which shall be acquired to be possessed y candidates for admission to the Provincial and Subordinate Services. Note 1 to that rule provides that for special reasons to be recorded in writing in each case Government may appoint candidates whose ages exceed the prescribed ages. The intention of the rule and the Note was that ordinarily candidates who are within the prescribed age limit should be appointed and that only in very exceptional circumstances should the prescribed age-limit be relaxed. Frequent applications have, however, been received by Government for the relaxation of the age-limits prescribed for admission to permanent Government service. The main ground on which these applications were supported was that the persons in whose favour such relaxation was sought had been in service for a considerable time and that their displacement would cause hardship. Government consider that this difficulty could have been obviated if the rule about the age limit had been strictly observed at the time when the persons concerned were admitted into Government Service. In order to simplify the application of the rule, and to reduce the number of such references the Governor of Bombay is pleased to direct that, in future, persons who are over the age limit should not be appointed to temporary vacancies. If in any case it is considerd essential to appoint a candidate who has passed the age-limit, the previous approval of Government to such appointment should be obtained, fully stating the reasons for making the appointment. It is also further directed that if a suitable candidate satisfying the recruitment rules is not available for a particular post and it is considered necessary to appoint one who does not satisfy the requirements of the rules, the fact should be reported to Government for orders before any definite commitment is made by the appointing authority. Heads of Offices are requested to see that the foregoing instructions are strictly followed in future.

Government Servants.

Procedure regarding dismissal, removal or reduction of—

(Political and Services Department Resolution No. 1672/34, of 19th August 1937).

Read Government Resolution No. 1352/33 (Fin.) dated 5th October 1936.

Letter from the Government of India, Home Department, No. F. 9/21/37-Ests., dated 29th July 1937.

I am directed to state that in a recent case in which a Provincial Government decided to proceed against an officer of an All-India Service under rule 55 of the Civil Services (Classification, Control and Appeal) Rules, the enquiry prescribed in that rule was entrusted solely to a departmental officer subordinate to the officers who had at different times already expressed an adverse opinion on the officer against whom proceedings were taken. In advising on the recommendations made in that case, the Federal Public Service Commission observed that an independent authority might more suitably have been associated with the investigating officer in the enquiry in justice no less to him than to the officer against whom the enquiry was held. The Government of India concur with the views expressed by the Federal Public Service Commission.

Supply of Forms, Slips, etc. to Native States and Private Institutions, on payment.

(G.M., G.D., No. 2408/IV/C, dated 16th December 1937).

Refers to the list accompanying Government Resolution, General Department, No. 7965, dated 29th November 1930, and informs in reply to letter No. P. B. 1902, dated 1st December 1937 from the Stationery Office that specific permission of Government to the supply on payment of Secretariat standard forms, slips, etc. to Institutions, States, etc. is not required.

Books and Publications for the India Office.

(G.M., G.D., No. S. 158/15315-D, dated 8th December 1937).

Directs that under the new constitution, unofficial publications and newspapers required by the India Office should be supplied to the High Commissioner by all Provincial Governments direct against payment from the Home Treasury.

Clothing to Messengers.

(Political and Reforms Department, No. 1590/34, dated 20th October 1937).

Directs that Messengers entertained by the Legislative Council and Assembly offices at Poona, during the Poona season sanctioned in Government Resolution, Finance Department, No. 393, dated 11th December 1934, should be given clothing every year free of charge.

Hand-made Paper for D. O. Correspondence.

(G.M., G.D., No. 405/33/C (*a*), dated 7th August 1937).

Directs that Indian made Hand-made Paper should in future be used for D. O. Paper and envelopes to be supplied to all the Honourable Ministers.

Commercial Undertakings of the Government of Bombay.

(Revenue Department Memorandum, No. 1986/D/28, dated 17th July 1937).

On the authority of the note No. A. A. 135, dated 6th June 1930 from the Accountant General, Bombay, Government Saw Mills have been treated as Quasi-Commercial undertakings and therefore cannot be supplied with stationery, forms, etc. free of charge by the Stationery Office.

The following are the Commercial Undertakings of the Government of Bombay, *vide* paragraph 3 of Note No. A. A. 135, dated 6th June 1930, from the Accountant General, Bombay :—

1. Nasik Distillery .. .. Worked under the operations of Chapter II of Account Code.

Non-Chapter II Concerns.

1. Photozinco Office.
2. Government Saw Mills (5 in number).
3. Dapuri Workshops.
4. Government Presses.
5. Stationery Office.

The word " Officiating " to be discontinued.

(Political and Reforms Department Circular, No. 1898/34, dated 24th August 1937).

Directs that the practice of indicating in official correspondence or orders the fact that an officer is " Officiating " in an appointment, should be discontinued.

Rules for the conduct of Government Servants.

(Political and Reforms Department Circular, No. 1581/34, dated 25th August 1937).

(1) Heads of Departments are requested to see that their subordinate officers treat the Members of the Public approaching them on official business, with consideration and courtesy so as to encourage them to lay their grievances before them. They should also take steps to ensure the Members of the Public when they go to see officers of their department on business, are not kept waiting unnecessarily and their complaints and applications are promptly looked into and disposed of.

(2) In order to suppress the evil of corruption in the subordinate services, Heads of Departments are requested to take prompt action to enquire into charges of corruption on the part of their subordinates and to submit six-monthly statements to Government showing the number of such cases which have occurred during the past half year and the results of the enquiries held in regard to them.

(3) In order to ensure regularity in the conduct of public business, Heads of Departments are requested to see that the Heads of Offices under them attend their offices during the prescribed office hours and that their heads of offices require their subordinates to do likewise.

(4) Heads of Departments are requested to warn all their officers and subordinates—

(*i*) that no Government servant should travel free of charge in a public conveyance.

(*ii*) that unless invited to attend a formal function, no Government servant except officers required to be present on duty, should visit any theatre or other place of entertainment, without paying the usual charges.

(*iii*) That free passes to such places or entertainment should not be accepted by them.

(*iv*) That if any Government servant is found disregarding these rules, he should be severely dealt with.

(5) Heads of Departments are also desired to impress upon all touring officers that they should be most careful to see that no provisions or services are accepted by them or their subordinates without adequate payment.

Coloured embossed D. O. Papers and Covers.

(Political and Reforms Department No. 1718/34-D, dated 10th July 1937.)

Sanctions the supply of coloured embossed D. O. Note Papers and Envelopes to the Bombay-Sind Public Service Commission, Bombay.

Office of the Secretary to the Governor of Bombay.

(G. D., M. No. 9300-III-C, dated 17th May 1937.)

States that the Office of the Secretary to the Governor is an independent office and is not under the administrative control of any of the Secretariat Departments. The requirements of this office are therefore to be determined by the Governor in his discretion (*vide* section 305 of the Government of India Act, 1935).

General orders regarding supply of typewriters, repairs, etc. are issued by the General Department, but the orders on the requests of individual offices are issued by the administrative department concerned in consultation with the General Department. The Secretary to the Governor is competent to issue the necessary orders for the supply of an additional typewriter for use in his office.

Fixing sale price of Books and Publications for supply to the High Commissioner for re-sale in United Kingdom.

(G.R., G.D., No. 1943/33, dated 31st March 1937.)

RESOLUTION.—Government are pleased to authorise the Superintendent, Government Printing and Stationery, Bombay, to fix the sterling price of unofficial Indian publications to be supplied to the High Commissioner for India for re-sale in the United Kingdom and in Europe. The prices should be fixed in such a way as to cover all the freight and packing, etc. charges incurred, in addition to the price of the publication. No charge should, however, be made for the work done by the Office of the Superintendent, Government Printing and Stationery, Bombay, in this connection.

Supply of better quality of stationery to Heads of Offices.

(G.M., G.D., No. 1185-IV-C, dated 16th February 1937.)

Informs the Commissioner, Central Division, in reply to his reference on the subject that after due consideration, Government prefer to leave it to the Superintendent Government Printing and Stationery, to decide questions of the quality of stationery articles to be supplied to Heads of Offices. The Superintendent is authorised to spend more on the purchase of better articles where the complaints of inferior quality are found to be justified.

Inter-Departmental Adjustments.

(G.R., F.D., No. 2503/33, dated 3rd December 1937.)

Directions under section 168 of the Government of India Act of 1935.

Adjustments with outside Bodies.—Payments shall be required in all cases where a department of a Government renders service or makes supplies to a non-Government body or institution or to a separate fund constituted as such inside or outside the Public Account, unless the Government by general or special order gives directions to the contrary. Relief in respect of payment for services given to any body or fund, should ordinarily be given through a grant-in-aid rather than by remission of dues.

Inter-departmental adjustment.—For purposes of inter-departmental payments the Departments of Government shall be divided into Service Departments and Commercial Departments according to the following principles :—

A. *Service Departments.*—These are constituted for the discharge of those functions which either (*a*) are inseparable from and form part of the idea of Government, or (*b*) are necessary to and form part of the general conduct of the business of Government.

Example of (*a*).—Departments of Administration of Justice, Jails and Convict Settlements, Police, Education, Medical, Public Health, Forests, Defence, etc.

Example of (*b*).—Departments of Survey, Government Printing and Stationery, Public Works (Buildings and Road Branch), Indian Stores Department.

B. *Commercial Departments.*—These are maintained mainly for the purpose of rendering services or providing supplies, of certain special kinds, on payment for the services rendered or for the articles supplied. They perform functions which are not

necessarily Government functions. They are required to work to a financial result determined through accounts maintained on commercial principles.

Note.—Government has the power in respect of these directions to decide whether a particular department or particular activities of a department shall be regarded as a commercial Department or undertakings.

A list of Departments and undertakings at present recognised by Government as "Commercial" is given below :—

Commercial Departments of the Government of Bombay.

1. Irrigation, Navigation, Embankment and Drainage works for which capital and revenue accounts are kept.
2. Government Central Distillery, Nasik Road.
3. Government Central Stores, Workshops and Training Centre, Dapuri.
4. Forest Department Saw Mills.

Commercial Departments of the Central Government.

1. Posts and Telegraphs.
2. Railways.
3. Irrigation, Navigation, Embankment and Drainage works for which capital and revenue accounts are kept.
4. The Security Printing Press, India, Nasik, including Central Stamp Stores, Nasik Road.
5. The Currency Note Press, Nasik Road.
6. Milk Depot, Wellington.
7. Anand Creamery (in liquidation).
8. The Opium Factory, Gazipore.
9. The Biological products section of the Imperial Veterinary Institute, Izatnagar.
10. The All-India Radio.
11. The Radio Publications.
12. Indian Light House Administration (Headquarters and Light House Districts).
13. Executive Commissariat Department, Andaman.
14. Marine Department, Andaman.
15. Shipping Office, Andaman.
16. Forest Department, Andaman.
17. Bengal Pilot Service, Calcutta.
18. Northern India Salt Revenue Department.
19. Pritchard Salt Works and Main Salt Stores, Kharaghoda.
20. Exploitation of Marble in the North-West Frontier Province.

Supply of information to Members of the Provincial Legislature.

(Political and Services Department, Circular Memorandum, No. S. 25/2/11-R, dated 3rd May 1938.)

In supersession of all previous orders, Government are pleased to direct that all Heads of Departments under the several departments of the Secretariat should supply to Members of the Bombay Legislative Council and the Assembly, so far as is reasonably possible, such available information touching the welfare of the Public as may be required by them for the due performance of their duties in the Legislature.

The Government Resolution dated 19th December 1938 issued by the Department lays down that confidential information should not be supplied under any circumstances. In case of doubt, a reference should be made to Government in the Department concerned for orders.

(Political and Services Department, Circular No. 1581/34, dated 1st July 1938.)

The attention (of all concerned) is invited to Rule 30 of the Bombay Civil Services Conduct, Discipline and Appeal Rules, in which it is laid down that no Government servant shall take part in, subscribe in aid of or assist in any way any political movement in India, or any political movement relating to Indian affairs.

Explanation.—The expression "Political movement" includes any movement or activities tending directly or indirectly to excite disaffection against or to embarrass the Government as by Law established, or to promote feelings of hatred, or enmity between different classes of His Majesty's Subjects, or to disturb the public peace, etc.

Government desire to make it clear that they adhere to the principle of this rule, viz. that Government servants must remain impartial and independent of all political parties, that is to say, they must abstain from any action that may lead to a charge of political partizanship.

But subject to this principle, Government think it necessary to explain that mere attendance at public political meetings, organised by any political party, is not to be regarded as a breach of the rule. Provided that care is taken that they play no part in meetings which might suggest that they favour a particular party, no objection will be taken to Government servants attending such meetings.

Need to check frequent transfers of officers.

(G.D., C.M., No. 2790/33, dated 30th June 1938.)

The attention of the following Heads of Departments under the General and Educational Departments is invited to Government Circular Order, Finance Department, No. 8640, dated 24th January 1931, regarding the need to check transfers of officers. Government desires to impress upon them the importance of seeing that public money is not wasted by too frequent transfers of Government servants in their respective departments.

Prompt disposal of communication to Government.

(Political and Services Department, Circular No. 2034/34, dated 19th July 1938.)

A case has recently come to the notice of Government in which a reference from a member of the public remained undisposed of in a District Office for nearly a year, and was finally completed only after Government took up the matter with the officer concerned. Government consider that such delays in Government offices must be avoided and that a too common tendency on the part of the Head of an Office to transfer the blame on to a subordinate is to be deprecated. Government are accordingly pleased to direct that the Head of every office should be held responsible for delays in future, and that in order to ensure proper control, the Head of every office should periodically check the daftars of every clerk in his office by taking a regular return of pending cases, ascertaining reasons for delay.

Assembly and Council Questions.

Supply of information in connection with—

(G. D., M. No. 3053/33, dated 20th October 1938.)

It has been noticed that sometimes officers submit draft replies in brief to the Assembly and Council Questions forwarded to them for report. As such brief replies do not give sufficient information to enable Government to reply to supplementary questions, Government desires that the officers concerned should in future furnish *full* reports relating to the questions referred to them. The attention of the officers concerned is invited to the orders issued in Government Circular, General Department, No. 2960, dated 8th June 1926.

(Political and Services Department Circular No. S. 28, dated 10th January 1939.)

Government have decided that the term "Kanarese" commonly used in such expressions as "Kanarese Language", "Kanarese Translation", etc. should not be used in future and that it should be replaced by the term "Kannada".

Enforcement of agreements and securities from Contractors.

(G.R., G.D., No. P. 212, dated 21st October 1938.)

* * * * *

2. The proposal of the Superintendent, Government Printing and Stationery that no formal agreement need be entered into when the annual estimated cost of supplies to be purchased is Rs. 200 or below, nor should any security be asked for in such cases, is sanctioned.

* * * * * *

Prompt disposal of References.

(Political and Services Department, Circular No. 2034/34, dated 19th July 1938.)

In order to avoid delays of disposal of references in Government offices, Government direct that the head of every office should be held responsible for delays in future and that in order to ensure prompt disposal, the head of every office should periodily check the daftars of every clerk in his office, by taking a regular return of pending cases ascertaining reasons for delays.

Secretariat indents.

Submission of—direct to Stationery Office.

(Separate Department, Circular No. 855, dated 20th September 1938).

Informs all the departments of the Secretariat, the Director of Information, the Oriental Translator to Government and the Record-keeper to send their individual indents for monthly supplies of stationery direct to the Stationery Office by the 5th of every month, the supplies being issued by that Department by the 15th of the month.

Confidential work from the Reserve Bank.

(G.R., G.D., No. 2849/33, dated 21st July 1938).

Sanctions the printing at the Government Central Press of all confidential work from the Reserve Bank of India, Bombay, that has been received and may be received in future, recovering the full cost of printing from the Bank.

Free supply of stationery to Primary School Leaving Certificate Examinations.

(G.R., E.D., No. 1334, dated 20th June 1938.)

Sanctions a free supply of stationery from the year 1939 and in future years to the Primary School Leaving Certificate Examination for boys and girls, to the officers in charge of the centres.

Stationery on payment to Collectors for Local Board Elections.

(G.R., G.D., No. 2069/33, dated 14th April 1938.)

Sanctions on payment supplies of stationery from the Stationery Office, Bombay, to the District Collectors, for Local Board Elections. The indent to be submitted to the Stationery Office one year in advance and the cost should be paid from the grants placed at the Collectors' disposal by the Divisional Commissioners for local board elections.

Kamblis and Umbrellas to Criminal Investigation Department Office, Poona.

(G.R., H.D., No. 349/4, dated 24th February 1938.)

Sanctions a free biennial supply of 28 kamblis and 12 umbrellas for the peons of the Criminal Investigation Department Office, Poona. Instead of 12 umbrellas every two years, six umbrellas should be supplied every year.

Change in designation of the Secretariat Department.

(Political and Services Department Circular No. 9690, dated 8th February 1938.)

Read Government Circular No. 9690 dated 28th April 1933.

As the Reforms Office of the Government of Bombay has been closed with effect from 1st February 1938, the " Political and Reforms Department " will henceforth be designated as " Political and Services Department ".

Government Servants Conduct Rules.

(Political and Reforms Department D.O. No. 2199/34, dated 28th January 1938.)

Invites attention to rule 7 (2) (C) of the Bombay Civil Services Conduct, Discipline and Appeal Rules and states that Government expect all their officers to decline invitations to farewell parties referred to in the rule and held on the occasion of a Government servant's retirement from service, if they have reason to think that subscriptions for entertainment have been collected from low paid officials who cannot reasonably be expected to contribute.

(P. and R. D. Circular No. 2199/34, dated 28th January 1938.)

Refers to rule 7 (2)(C) of the Bombay Civil Services Conduct, Discipline and Appeal Rules, and desires that officers leaving the station on transfer, leave, etc., should not accept any farewell entertainment from the members of the staff, especially low paid members.

GOVERNMENT OF BOMBAY,

FINANCE DEPARTMENT,

Circular Letter No. 5822/4646-A, dated 1st February 1938.

Subject.—Distribution of responsibility for the financial transactions between Revenue Collecting authorities and the Audit Department.

Sir,

I am directed to state that at the instance of the Auditor General, the following principles are laid down for the information and guidance of the officers of this Government in regard to the distribution of responsibility between them and the Audit Department.

The primary object of inspection by the Audit Department of treasuries and departmental offices is to assist the Heads of Departments and offices in maintaining an efficient system of regularity and control of financial transactions committed to their charge. It is not intended that those authorities should be relieved of their responsibilities in the matter of frequent check and supervision. An Inspection by the Audit Staff does not and cannot extend to a detailed examination of each and every item of receipt, and expenditure or other transaction that occurs in an office or a department. An Audit Inspection, which only supplements Inspection and supervision by administrative and executive authorities, can do no more than to see generally that the rules prescribed for the guidance of those authorities in the matters of financial transactions are being duly observed and bring to notice any irregularity or want of attention on their part. The Audit department is responsible for seeing that the procedure observed at treasuries and departmental offices meets all the requirements of audit, the accounts are properly maintained and the orders in force regarding the custody and handling of cash and stores

are observed. In fact any suggestions by audit for safeguarding the financial interests Government should be given special attention. The above is in general terms the limit of the Audit Department.

The Inspecting officer from the Audit Department is not required to verify by count the balance of cash, stamps, opium or other stores. This duty devolves on the administrative and executive officers of the respective department. The need of careful verification of cash and stores cannot be too strongly emphasised. Such verification, if properly carried out by local authorities at frequent intervals, should act as an effective deterrent against misappropriation or a means of detecting losses or irregularities before they have had time to assume major proportions. Those entrusted with safeguarding the financial interests of Government are expected to exercise their full quota of vigilance and not be lulled into a false sense of security by the idea of Inspections by the Audit Department.

Economy in Contingent Expenditure.

(Finance Department Circular No. 3014/33, dated 20th December 1938.)

Requests are continually being made by Heads of offices for the supply of such articles as Bicycles, Clocks, Typewriters, Duplicators, Telephones and the like. Government realise that in many cases there would be added convenience if such amenities were available in most offices, but the resources of Government do not admit the supply of all such articles except where they are essential. It is frequently urged that the cost of a single article asked for, say a bicycle, is comparatively small and this is true if only one article is to be supplied, but when sanction is accorded in one case it cannot be refused in another and the total cost for the whole Province would be enormous. For example, a telephone costs only about Rs. 200 per annum, but Government telephone bill is roughly 2 lakhs of rupees per annum and if all offices which could conveniently use them were allowed telephones that cost might easily be trebled. Even the addition of a hand microphone to every telephone would cost over Rs. 8,000 per annum for the existing telephone.

In these circumstances Government are unable to sanction the supply of such articles on a liberal scale and in the absence of cogent arguments to prove either that an office cannot do without them, or that their absence will necessitate an increase of staff or additional expenditure greater than the cost of their supply. Government will be compelled to reject the requests for the supply of such articles.

Inter-departmental adjustments.

Letter No. DA-IV/5993, dated 30th March 1939, from the Accountant General, Bombay.

With reference to letter No. P.B. 2666 dated 13th March 1939 from the Superintendent, Government Printing and Stationery, on the subject noted in the margin, I have the honour to state that as a general rule, unless specifically authorised by any order, a Service Department cannot charge another section of its department, for service rendered or articles supplied. This may please be noted for the future.

Typewriters.

Contingent Expenditure.

(Finance Department Circular No. 3014/33, of 25th February 1939.)

Government is pleased to direct that when a proposal for the supply of a new or additional typewriter is submitted to Government, it should invariably be accompanied by the following information :—

(1) Number of clerks in the office ;

(2) Number of clerks who are competent typists ;

(3) Number of typewriters in the office ;

(4) Total number of outward references on an average per day ;

(5) Number of letters on which copies need to be prepared in the office on an average per day.

Indian-made Azure Laid Paper for printing first copies of Government Resolutions.

(G. D. M. No. P-212/24143/C, dated 1st March 1939.)

Sanctions the use of Indian-made Azure Laid Paper for printing the first copy of Government Resolutions in place of Hand-made Paper of English Manufacture.

Acting allowance in the Stationery Office.

(G.R., G.D., No. 1571, dated 19th October 1938.)

Cancels the orders contained in Government Resolution, General Department, No. 1571, dated 10th December 1932, and directs that the officiating pay of the persons in the Stationery Office and the Presses should be regulated under the normal operation of the Bombay Civil Services Rules.

Regional Languages.

Replies to Petitions and appeals.

(Political and Services Department Circular No. S. 25/1/125, of 23rd March 1939.)

Government is pleased to direct that in all offices in the District, replies to petitions and appeals which are written in a regional language should, wherever this is practicable, be given in the same language in which the petitions and appeals are written.

Revision of Pay.

Inferior servants of Government in the Bombay City.

(Finance Department Resolution No. 1787/33, of 31st March 1939.)

Government is pleased to direct that, with effect from the 1st of April 1939, inferior Government servants serving in the City of Bombay on rates of pay below Rs. 30 per mensem should receive an increase of Re. 1 per mensem. The necessary provision has been made under the appropriate heads in the next year's budget estimates.

Official correspondence.

Mode of address in — with members of public.

(Political and Services Department Circular No. RD/014136-F/0/7489-B, of 28th April 1939.)

It has come to the notice of Government that in addressing official communications to members of the public, the form "Mr....." is used. Government considers that members of the public should be addressed in the same form as officials and therefore the form "...., Esquire" should invariably be used in addressing such communications.

Depressed Classes.

Treatment in Government offices in respect of food and drink.

(G. D. C. No. 467/33, dated 1st May 1939.)

It is the desire of the Government of Bombay that caterers of food and drink in all Government offices in this Province shall serve all members of the staff of the offices on exactly identical terms in every respect without distinction of caste, creed or community. Those members of the staff who desire to have separate treatment in this

respect should make their own arrangements outside those Government offices. All Heads of offices are accordingly requested to see that these orders are observed very strictly and scrupulously.

Stamp Duty.

(Resolution of Government, Revenue Department, No. 803/39, of 30th June 1939.)

The Government of Bombay is pleased to direct that no stamp duty shall be levied on petitions or applications bringing to the notice of officers serving under the Government of Bombay complaints affecting the general public or relating to matters of general interest. The requisite notification should be published in the *Bombay Government Gazette.*

Condolatory Resolutions.

Issue of — on the death of Government officers.

(Political and Services Department Circular No. 3249/34, dated 31st July 1939.)

In order to secure uniformity in the practice followed of issuing condolatory resolutions on the death of Government officers, the following procedure is laid down :—

A resolution of condolence should be issued by Government in the Secretariat Department concerned when the head of a department dies while holding office (whether on leave or not). In the case of death of any other officer while in service, a letter of condolence should be sent by the head of the department concerned on behalf of that department.

(Political and Services Department Circular No. 2609/34, dated 15th August 1939.)

It has been brought to the notice of Government that some Government officers utilise the services of the peons working under them, for their private and personal work. Government desires to make it clear that since the peons are under no obligations to undertake such private work they would be entirely justified in refusing to do such work if they do not wish to do so ; and must not be liable to transfer on account of such refusal.

There is no objection, however, to peons undertaking, in return for adequate remuneration, small duties of a personal character, provided such duties are undertaken willingly and do not interfere with Government work. No peon, should however, under any circumstances, be required to do what is commonly known as domestic service, e.g. it will be a misdemeanour for any officer to employ a peon as a mali, dhobi, cook or butler.

Reduction in contingent expenditure.

Hiring of Post Boxes.

(Political and Services Department Resolution No. 3142/34, dated 29th November 1939.)

Directs that the system of hiring post office boxes which exists at present in several offices of Government of Bombay should be discontinued. Government is further pleased to direct that boxes in all other offices in the Bombay Province should also be discontinued.

Overtime allowance to Inferior servants in Bombay City Offices.

(G.R., F.D., No. 2521, dated 21st October 1939.)

Read Government Resolution, Finance Department, No. 2521, dated 25th February 1931.

Read Government Resolution No. 7117 (Political and Services Department), dated 7th August 1939.

RESOLUTION.—In supersession of all previous orders on the subject, the Government of Bombay is pleased to direct that peons in all Government offices in Bombay City

and Hamals and Sweepers in the Bombay Legislative and Council Offices should be granted an allowance of three annas for each day on which they are required to remain on duty after 7-30 p.m. and a further three annas if the detention on duty lasts after 8-30 p.m.

2. In offices in which the hours of duty prescribed are 9-30 a.m. to 6-30 p.m. the overtime allowance at the above rates should be granted for detention after 7 p.m. and 8 p.m. respectively.

3. These orders will not apply to peons under the control of the High Court or to peons in the Offices of the Secretary to the Governor and the Military Secretary to His Excellency the Governor. These orders will also not apply to peons in the offices of the Central Government in Bombay City which are under the administrative control of the Government of Bombay as Agent of the Central Government.

Supply of Carrara Note Papers and Envelopes.

(G. R., G. D., No. 2080/33-C, dated 24th November 1939.)
(Govt. Memo., P. and S. D., No. 3393/34-E, dated 20th October 1939.)

Authorises the Superintendent, Government Printing and Stationery, to purchase and supply superior Carrara White Note papers and envelopes to the Chief Justice and other High Court Judges and to the President, Industrial Court, Bombay (latter orders).

Photozinco Press.

Transfer of control to the Superintendent, Government Printing and Stationery.

(G. R., R. D., No. 4529/33, dated 25th September 1939.)

RESOLUTION.—Government is pleased to transfer with effect from 1st April 1940 the administrative control of the Photozinco Press to the Superintendent, Government Printing and Stationery, debiting the expenditure under "56-Stationery and Printing." A new sub-head viz., "Photozinco Press" should be opened with effect from 1st April 1940 under "56-Stationery" under the minor head "II—Printing, Government Presses.

2. The Photo-Registry will however continue to be under the administrative control of the Inspector General of Registration, as ordered in Government Resolution, Revenue Department, No. 1778/33, dated 17th April 1939.

Economy in the use of Paper.

(G. R., G. D., No. 3303/33, dated 12th October 1939.)

Approves the action of the Superintendent, Government Printing and Stationery, taken in issuing instructions to the Presses to use all varieties of papers required by the Presses with the greatest economy.

Further directs that the demands for proofs should be reduced to the minimum and wherever possible authorise the printing of work without submission of proofs.

Securities from Cashiers, Storekeepers, etc.

(G. R., F. D., No. 8937, dated 28th September 1939.)

Invites attention to rule 40 of the Manual of Financial Rules and directs that Cashiers, Storekeepers, Sub-Storekeepers, and other subordinates entrusted with the collection or custody of cash stores, stamps or any other property of Government should be made to furnish security in any one of the forms mentioned in the said rule. Cases of exemptions should also be carefully scrutinized and great care should be exercised to grant such exemptions in future.

Economy in the use of Stationery.

(G. D. Circular No. 3303/33, dated 28th June 1939.)

Read Government orders noted below:—

1. General Department, Circular No. 2096, dated 22nd March 1916.
2. General Department, Order No. 4600, dated 5th July 1916.
3. General Department, Order No. 6542, dated 30th September 1916.
4. General Department, Resolution No. 7104, dated 9th October 1917.
5. General Department, Resolution No. 1185, dated 30th March 1922.
6. General Department, Resolution No. 1185, dated 8th December 1924.
7. General Department, Resolution No. 8778, dated 29th July 1932.
8. General Department, Resolution No. 8778, dated 11th August 1932.
9. General Department, Resolution No. 1367/33, dated 18th August 1936.
10. General Department, Resolution No. 2701/33, dated 20th March 1939.

With a view to effecting strict economy and to avoid waste in the use of stationery articles, the attention of all departments of the Secretariat and the Heads of Offices is invited to the orders issued by Government from time to time as noted above, and they are directed to see that the following orders which are recapitulated, are strictly observed in future:—

1. Strictest economy possible in the use and consumption of stationery articles. Letters should be typed and written on both sides of the paper.

2. (*a*) Double sheets should not be used for official correspondence where a single sheet will suffice.

(*b*) The use of disproportionately large envelopes for letters which can be folded to the size of a smaller envelope should be strictly forbidden.

(*c*) When confidential covers are not sent by post and are addressed by name to the person who should open them, there is no need to use double covers.

(*d*) Greater use should be made of boxes, instead of covers in sending confidential papers from one office to another in the same place.

(*e*) In demanding typewritten or printed matter care should be taken that more copies than are absolutely necessary are not asked for.

3. Economy should be exercised in the use of envelopes by using the economy slips as far as possible.

4. No Department of the Secretariat should indent for any but the standard scribbling blocks.

5. (*a*) The Secretariat departmets and all heads of offices should use Cream Laid Paper for Cream Wove paper as far as this can be done without detriment to efficiency.

(*b*) Waste of paper should be avoided by using sheets of papers fully and by not sending or curtailing voluminous accompaniments.

(*c*) Except when a thin paper is used, both sides of a sheet should be typed on and when typing copies of letters sent as accompaniments to a letter a new sheet should not be started for each letter.

(*d*) Quarto size paper for foolscap paper should be used as far as this can be done conveniently.

6. The Controlling Officers of every Government Department should check the account and stock of stationery and forms at the time of their inspection of offices subordinate to them and make suitable remarks in their inspection reports which are to be submitted to the higher authorities. They should communicate copies of any adverse remarks to the Superintendent, Government Printing and Stationery, together with the orders, if any, passed by them in respect of such remarks. Serious irregularities should be brought to the notice of Government for orders.

White Tape, Superior, Jail-made in lieu of Red Tape.

(G. D. Memorandum No. P. 212-C, dated 26th June 1939.)

Sanctions the purchase and supply of superior white tape manufactured by the Jail Department (at Rs. 1-5-10 per dozen bundles of 7 yards each) in lieu of foreign made red tape for binding files of the Secretariat Departments.

Local purchase of pagree cloth for peons in the Revenue Department, Southern Collectorate.

(Govt. R. D. Resolution No. 5839/28 of 19th June 1939.)

Sanctions the local purchase of white mulmul cloth for 'phetas' of peons in the offices of the Collectors of Bijapur, Dharwar, Kanara, Kolaba and Ratnagiri, provided that any excess over the sanctioned price of a pagree is borne by the peons.

Purchase of Weights and Measures.

(Director of Industries letter No. I. G. 158/3274, dated 3rd June 1939.)

* * * * * * *

Desires that whenever orders for the supply of weights, measures, etc., to non-commercial Government Departments are intended to be placed in future with registered dealers, they may be communicated to his office with particulars of machine and place of destination. On examining the cases, the dealers concerned will be if necessary authorised by his office to deliver the weights, measures, etc., to the Stationery Office unstamped. The Stationery Office must get them duly verified and stamped from the Senior Government Inspector of Weights and Measures, Bombay City, free of charge, before supplying them to the said departments.

Kamblis for Chowkidars of the P. W. D. Bungalows.

(G. R., P. W. D., No. S. 34/12911-A, dated 1st June 1939.)

The Kamblis should be obtained biennially from the Stationery Office, Bombay, the cost being met by debit to the maintenance grant of the bungalows concerned. (103 Chowkidars in all the 4 circles).

Submission of the Annual Administration Report of the Printing and Stationery Department.

(G. R. No. 105, P. & S. D., dated 23rd May 1939.)

As every annual administration report is decided by Government to be published within six months after the close of the year to which it relates, *vide* Government Circular (Political and Services Department) No. 2334/34, dated 12th May 1939, the annual administration report of the Printing and Stationery Department should be submitted to Government in the month of September every year.

Orders for Printing Work.

(G. D. Memorandum No. 2636/33, dated 16th May 1939.)

Orders that the several departments of the Secretariat (except the Separate Department) should address the Superintendent, Government Printing and Stationery, in future regarding all printing work and not to the Managers of Government Presses direct.

Printing of District Local Board Election Rolls.

(G. D. Circular No. S. 42, dated 4th May 1939.)

As the rates paid in the Districts for printing Voters' Lists were found to be very high, Government direct that in future whenever such papers are to be printed locally,

quotations obtained from local printers as well as from the printers in the neighbouring districts should be called and submitted to the Superintendent, Government Printing and Stationery, for scrutiny, and the work should not be entrusted to any printer save in very exceptional cases, unless the rates are approved by the Superintendent.

Printing work for Solicitor to Government in the Legal Department.

(G. M., L. D., No. 4431, dated 21st April 1939.)

Directs that work of printing for the Solicitor to Government in the Legal Department should be undertaken by the Press in a manner similar to that observed in case of other Government Departments and that no specific orders of Government are necessary.

Discontinuance of Candles and Candle stands.

(Paragraph 6 of G. R., G. D., No. 2701/33, dated 20th March 1939, regarding orders on the note of the Special Officer, Finance Department, on economy of expenditure on supply of Stationery, etc.)

The Special Officer's suggestion that the supply of Candle Stands and candles may be discontinued by the Stationery Office and that Lanterns and Candle sticks required for sealing may be permitted to be purchased locally is approved.

Books of the Registration Department.

(R. D. Memorandum No. 3508/33/2236-E, dated 4th April 1939.)

Government accepts the proposal of the Inspector General of Registration to use D. P. Mills Paper (Azure Laid) for the Register Books and Blue Black superior Ink of Indian manufacture used by the Judicial officers for writing judgments, for writing the Register books of the Registration Department.

Official correspondence.

Direct between the officers of the Government of Bombay and the Political Residents.

(P. and S. D. Circular No. S. 43/784, dated 28th September 1939.)

A Superintendent of Police who recently had occasion to communicate to the Resident concerned information regarding the deportation of a foreigner to his native place in an Indian State communicated it to the Resident by an endorsement below a copy of his report to Government in the matter. This is not a proper form of correspondence in addressing high officers like Political Residents. The officers concerned are therefore requested to use the letter form in addressing the Residents even in cases in which the communication is merely intended to convey information.

Government Money.

Loss of — Responsibility of Government servants.

(F. D. Resolution No. 1347/33, dated 7th October 1939.)

Read paragraph 4 at page 49 and paragraph 5 at page 221 of the Appropriation Accounts of the Government of Bombay for the year 1937-38 and the recommendations of the Public Accounts Committee therein.

RESOLUTION.—Government is pleased to direct that cases involving loss of Government money or revenue should be thoroughly investigated in order that it may be possible to decide whether the loss should be recouped from any of the Government servants responsible for it.

2. All Government servants should be warned that whenever it is found that loss of Government money or revenue was occasioned by the negligence of a Government servant, he will be liable to make it good.

Printing work of Local Bodies.

(G.M., G. D., No. 3278/33, dated 15th March 1939).

Referring to paragraph 3 of Government Resolution, General Department, No. 3278/33 dated 15th March 1939, directs that the Superintendent, Government Printing and Stationery, may execute printing work of Municipalities and Local Boards on the understanding that it does not interfere in any way with the confidential and urgent work of Government and that the full cost is paid by the Local Bodies.

Indian-made Blotting Paper.

(G.R., G.D., No. 2887/33, dated 3rd January 1939).

RESOLUTION.—Sanctions the use by all Government offices in Bombay Province of hand-made blotting paper manufactured at Junnar. The Manufacturers to carry out in future supplies all improvements suggested by the Director of Industries, Bombay, and the Superintendent, Government Printing and Stationery, should report to Government whether the improvements suggested are carried out and whether the paper is quite serviceable.

Umbrellas for Excise Tobacco Department Peons.

(R.D.M., No. 9915/C/33, dated 24th February 1939).

Sanctions a free biennial supply of umbrellas to all the Excise Department Tobacco peons and constables serving in Bombay.

Kamblis for Sweepers for D. D. Chawls.

(G.M., P.W.D., No. S-34/1250A, dated 30th January 1939).

Sanctions free biennial supply towards the end of May of Kamblis for the Sweepers of the Development Department Chawls. The supply should commence from the year 1939–40.

Free supply of Stationery to Honourable Magistrates' Courts in Bombay Province.

(G.R., G.D., No. S/138, dated 6th January 1939.)

Cancels the orders contained in Government Resolution, General Department, No. 2367, dated 8th January 1926, from 1st April 1939 and directs that stationery for the offices of the Honourable Magistrates' Courts should be supplied free of charge as in the case of other Government offices. To avoid unnecessary expense on freight, packing on small consignments, the nearest offices of District Magistrates and Mamlatdars should include in their indents the requirements of these officers.

Press Note.

(P. & S.D., No. 1581/34-D, dated 15th December 1939).

The attention of Government has been drawn to the practice, which seems to be increasing, of clerks and subordinate officials sending Christmas and New Year Cards to their superior officers and to high officials of Government. While the well-meaning intentions and feelings of goodwill which support and encourage this practice are fully recognised and appreciated, it is considered desirable by Government that in the interests of clerks and subordinate officials this practice should be stopped. It is hoped therefore that these instructions will be generally observed this Christmas. In coming to this decision Government is following the examples of more than one provincial Government in India which has already issued orders of this nature.

(P. & S.D.C., No. 1581/34, dated 24th October 1940).

The attention of all Heads of Departments and offices under the several Departments of the Secretariat is invited to the Press Note, dated the 15th December 1939

(*vide* Government Endorsement, Political and Services Department, No. 1581/34-D, dated the 15th December 1939) and they are requested to bring to the notice of all concerned the instructions contained therein, namely that clerks and subordinate officials should not send Christmas and New Year's Cards to their superior officers and high officials of Government.

Read also Government Circular, Political and Services Department Circular No. 1581/34, dated 16th December 1941 on the subject.

(P. & S.D., C.M., No. S. 25/1/190-R, dated 23rd October 1939.)

The Government of Bombay is pleased to direct that in all official communications the use of the expression "Mohommedan" or "Muhammadan" should be discontinued and the expression "Muslim" should hereafter be used instead of it.

(P. & S.D., C.M., No. S. 28, dated 23rd October 1939.)

The Government of Bombay is pleased to direct that in all official communications the use of the expression "Dhed" should be discontinued and that the expression "Mahyavanshi" should hereafter be used instead of it.

Pay and Allowances.

Measures to prevent frauds by Impersonation.

(F.D.C. No. 4397/33, dated 23rd January 1940.)

As stated at the top of the pay bill form of gazetted officers, Government accepts no responsibility for any fraud or misappropriation in respect of money or cheques made over to messengers.

2. A case of fraud has occurred in which an imposter obtained the approved salary bill of an officer on the strength of a forged letter of authority and then cashed the bill at the Imperial Bank. The best way for a Gazetted Officer to avoid the possibilities of such frauds is to open a banking account and to endorse bills in favour of the Bank. In order to protect officers who, for any reason, are unable to do so, the following procedure is hereby prescribed.

The messenger should produce a signed letter of authority on which his own signature is given. The Treasury Officer should first compare the officer's signature on the letter of authority with the specimen signature in the treasury and secondly compare the messenger's signature taken in his presence with the signature on the letter of authority. If both these signatures agree payment may be made or the bill be handed over to the messenger in question.

(P. & S.D., R. No. 3584/34, dated 24th January 1940.)

Read Government Resolution, Revenue Department, No. 7275/24, dated the 8th August 1928.

RESOLUTION.—It has been brought to the notice of Government that some officers have used service envelopes and postage stamps in submitting their income-tax returns to the Income-tax Department. This is irregular. The attention of all officers and departments is invited to the orders contained in Government Resolution, Revenue Department, No. 7275/24 dated 8th August 1928 and they are requested to see that no misuse is made of service postage stamps and Government stationery.

Organisation of Industrial Exhibitions.

(G.D., R. No. 3159/33, dated 1st February 1940.)

Government is pleased to direct that the officers and Departments of Government should not agree to participate in any exhibition which purports to be in connection with industry, without consulting the Director of Industries, Bombay.

Orders in connection with rush of expenditure in March.

(P.W.D., C.M., No. 364/36, dated 26th March 1940.)

The attention of the officers of this Department is invited to Government Circular, Memorandum No. 748/27 dated the 28th August 1931, on the subject of rush of expenditure in March and they are requested to take all possible measures to prevent the permissible limit of expenditure in March being exceeded. The following further instructions are issued for the guidance of officers concerned :—

(*i*) Allotments of works should be sanctioned as early as possible in the year to enable progress to be made before the monsoon.

(*ii*) Giving out works in December which are sanctioned very much earlier will be considered inexcusable in future. All works which cannot be started before the monsoon or be carried out in the monsoon should be started in October and to enure this all preliminaries, such as calling for tenders, etc., should be completed before the end of monsoon.

(*iii*) Though a late monsoon may delay the starting of works, Executive Engineers must make every endeavour to start and finish them as early as possible. They must not rush works in February and March.

Reduction of overtime work at the Government Central Press, Bombay.

(G.C., G.D., No. 3810/33 dated 9th November 1940).

It has been noticed that urgent or immediate work is usually sent to the Press after 5 p.m. asking for copies on the same day or early next day, with the result that the Press has to work overtime and pay a large amount of overtime allowance to the Press employees. It is desirable that overtime work should be reduced to the utmost limit. In order to carry out the object in view, Government is pleased to issue the following instructions for the information and guidance of the Secretariat Departments, Heads of Offices and the Press :—

(1) Ordinary work which can be delayed for a few days should not be sent to the Press for printing as an urgent piece of work. The Press should not work overtime for printing ordinary work.

(2) If it is decided by the Secretary, Joint Secretary, Deputy Secretary, Under Secretary or the Assistant Secretary in the case of a Secretariat Department or by the Head of the office, the Office Superintendent or a Head Clerk in the case of the other Government offices that a particular work should be printed urgently, very urgently or immediately, a special requisition, which should be signed by the Assistant Secretary or the office Superintendent or a Head Clerk, as the case may be, should be sent to the Press indicating exactly the time (day and hour) when the work is sent to the Press and the time by which the printed work is required by the Department or the office at the latest. In sending requisitions for urgent, very urgent and immediate work to the Press, the Departments and offices should take special care to see that the Press is allowed *sufficient* time to print the work by the time required *without working overtime.*

(3) If it is considered that in any case of urgency sufficient time cannot be allowed the Departments and officers concerned should see that such work is sent to the Press wherever possible, before 2 p.m. on ordinary days and before 12 Noon on Saturdays so as to enable the Press to make arrangements to do the work during the working hours, if the bulk of the work is limited. On receipt of the requisitions for urgent, very urgent and immediate works, the Press should start printing the work without loss of time and should distribute and adjust all printing work in such a way that no overtime may be required as far as practicable.

Annual contracts and public advertisements.

G.M., G.D., No. P-221/14706-c, dated 14th August 1940.

Refers to Government No. P-212, dated 29th July 1940 and directs that in future in choosing the articles to be specifically mentioned in the public advertisement inviting tenders, those which are relatively more expensive should be preferred.

Jail-made Calico Cloth for binding.

(G.R., G.D., No. P-212/16255-C, dated 16th October 1940).

Directs that the Jail-made coloured calico cloth should in future be used for binding the (1) Library Books, (2) Books of the Library of the Institution of Science, (3) Books of the Poona Residency Correspondence Series, and (4) the volumes of the Bombay Legislative Assembly and Legislative Council Debates.

Economies in advertising.

(F.D., C. No. 3014/33, dated 10th June 1940).

It has come to the notice of Government that official advertisements in newspapers are sometimes unnecessarily long resulting in avoidable waste of money. The officers concerned are requested to use the minimum number of words necessary to convey the purport of the advertisements. Details should, as a rule, be supplied separately on request.

Stationery, on payment to David Sassoon Industrial School, Bombay.

(H.D. Letter No. 2012/4-C, dated 28th June 1940).

Directs that forms, stationery, etc. should in future be supplied to the David Sassoon Industrial School, Bombay, *on payment*.

Parkar's Quink Ink. Purchase of—

(Political and Services Department, Memrandum No., S. D. 17/534, dated 17th June 1940).

Sanctions the purchase of Parkar's Quink Ink for fountain pens for the use of the Separate Department, whenever it is required by that Department.

Increase in contract rates due to War, etc.

(G.C., G.D., No. 3902/33, dated 20th April 1940).

The following general principles in regard to contracts for the supply of non-perishable articles are prescribed :—

(1) It is incumbent on a contractor to ensure as soon as a contract is signed that he will be able to supply the full quantities of the stocks tendered for whenever they are required.

(2) If, threfore, a contractor anticipates a rise of prices in the future it is for him to lay by sufficient stocks as soon as his tender is accepted.

(3) All applications for increased rates over and above the tendered rates for the quantity specified in the contract on the ground of a rise in prices should therefore be refused forthwith except in the cases covered by clause (*d*) below.

(*d*) In the case of some important stores, it has become impossible for reasons beyond the contractor's control such as the sinking of a shop, to supply goods of the standard quality. In such cases applications for either increased rates over tendered rates or for supply of substituted goods of approximately the standard quality may be entertained as a special case.

(4) All applications under clause (*d*) above should be submitted to Government for orders with a full and clear statement of the reasons for special treatment.

Binding of Files at Presses or locally.

(G.R., G.D., No. 6986, dated 30th March 1940.)

With a view to justify the expenditure incurred on binding and in the interest of economy it is laid down that files which contain matter which ought to be preserved either permanently or in view of the importance of the files as sources of references, for a period sufficiently long to justify binding, should be got bound either at the Government Presses or locally.

Stores from India Store Department.

(G.R., G.D., No. 4189, dated 12th February 1940.)

During the present emergency due to War, demands for Stores normally placed on the Director General of Stores, India Store Department, London, shall continue to be placed direct on that officer. Copies of such indents which used to be forwarded to the Indian Stores Department, shall until further instructions, be forwarded to the Department of Supply, Indents and Priority Branch, Government of India, New Delhi, and not to the Indian Stores Department.

Disallowing free supply of Stationery etc. to the Special Literacy Officer (Bombay Adult Education Committee).

(Paragraph 2 of Government Memorandum, Educational Department, No. 6943/11951-K, dated 15th January 1940 to the Special Literacy Officer and Secretary, Adult Education Committee.)

As Government have already sanctioned a grant of Rs. 16,375 (*vide* Government Resolution, Educational Department, No. 6973, dated 27th June 1939) towards expenditure in connection with Literacy work in Bombay, a free supply of stationery typewriter, forms, rubber stamps, clothing, etc. cannot be sanctioned

Tenders of Inks.

(G.D., No. 2311/11-C, dated 31st October 1939.)

Directs that before tenders for inks are accepted in future, the Director of Industries may be consulted as regards the suitability of inks, etc.

Official Publications.

Survey and Settlement Manual. Correction Slips to —

(G.M., R.D., No. 9625-B/24, dated 25th April 1941.)

The undersigned presents compliments to the Settlement Commissioner and Director of Land Records and with reference to his letter No. S.T. 993, dated 27th March 1941, is directed to convey the sanction of Government to the issuing of correction slips Nos. 6 to 10 to the Survey and Settlement Manual (Second Edition).

2. In order that the sanction of Government need not be applied for from time to time, for the issuing of correction slips to this Manual, the Settlement Commissioner is hereby authorized to issue correction slips to the Manual as occasions arise and keep the publication up-to-date.

GOVERNMENT OF INDIA.

DEPARTMENT OF COMMUNICATIONS.

No. V. 18.

Dated Simla, the 30th June 1941.

Office Memorandum.

In view of the comparatively limited capacity on planes conveying air mails ex-India it is earnestly requested that official air mail should be reduced in weight by the use of lighter paper and non-urgent and non-secret official correspondence should be sent by sea mail as far as possible.

(Copy of letter No. S.-D.O. 7091/40, dated 7th February 1941, from the Director General, India Store Department, London,)

I am directed to refer to the demand for spare parts for ruling machines at items 5 and 6 of Yeravda Prison Press indent No. III, dated 19th September 1940.

2. The makers, Messrs. John Shaw & Sons (Honley) Ltd. inform me that they understand that the spare under item 5 is for the Super Imperial Single Sider Disc Ruling machine supplied in December 1921 and that under item 6 is for the small Imperial Disc Ruling machine supplied in August 1929 and supply has been arranged accordingly.

3. It is suggested that, in future demands for separate parts for machines, details of the original supply should be given in the order to obviate possible delay in the supply.

Supply of typewriters on hire.

Recovery of payment of —

Government, Home Department, Letter No. 4267/4-A, dated 19th June 1941, to A. F. S. Talyarkhan, Esquire, Secretary, Bombay War Publicity Committee, Bombay.

"With reference to the letter from the Assistant Secretary, Bombay War Publicity Committee, No. 802, dated the 8th May 1941, on the subject of exemption from paying hire charges for typewriters supplied by the Superintendent, Government Printing and Stationery, Bombay, I am directed to state that Government regrets that it cannot grant exemption from paying hire charges for the typewriters lent to the Bombay War Publicity Committee by the Superintendent, Government Printing and Stationery, Bombay.

In the case of a non-official body it is the practice that exemption is not given, in order that all expenditure of the body should be on record."

Letter from the Secretary, Bombay-Sind Public Service Commission, No. 517, dated 21st December 1940 :—

"SUBJECT.—*Promotions from subordinates to Gazetted Posts.*

I am directed to state that, as in accordance with the instructions issued in Government endorsement, No. 1713/34-D, dated 30th August 1937, the Commission have to examine and consider the claims of *all* officers, and not only of the particular officer or officers whom the Secretariat Department nominate for promotion, they consider it necessary that a seniority list of officers serving in the subordinate services should be forwarded to them. I am accordingly to request you to instruct the Secretariat Department to forward to the Commission an up-to-date printed seniority list whenever proposals are forwarded to the Commission."

POLITICAL AND SERVICES DEPARTMENT.

No. 1713/34-D.

Bombay Castle, 20th June 1941.

Copy forwarded to all Departments of the Secretariat (except the Separate Department) with a request that when consulting the Public Service Commission in connection with appointments by promotions of officers from a lower service or group of posts to a higher service or post, that body should in each case be supplied with a complete and up-to-date seniority list of officers belonging to the service or group of posts from which the promotion is to be made.

2. The departments are requested to issue the necessary instructions to the Heads of Departments under them in order to ensure that the required lists are available.

GENERAL DEPARTMENT.

No. 1954/33/10570-D.

Bombay Castle, 5th July 1941.

Copies forwarded to the Superintendent, Government Printing and Stationery with reference to the correspondence ending with his letter No. M.B. 2869, dated 6th March 1941.

2. It is requested that in cases of the type referred to in paragraph 1 of the Political and Services Department endorsement, the list mentioned therein should be supplied to this department invariably for transmission to the Bombay-Sind Public Service Commission.

Copy of letter No. M.B. 2869, dated 6th March 1941, from the Superintendent, Government Printing and Stationery, Bombay, to the Secretary to Government, General Department, Secretariat, Bombay :—

"SUBJECT.—*Promotions from subordinate to Gazetted officers.*

Reference.—*Government Memorandum, General Department, No. 1954/33/2254-D, dated 27th January 1941.*

I have the honour to state that the Gazetted officers of this department are only the Superintendent, Government Printing and Stationery and the Managers of the three Government Presses, viz. the Government Central Press, the Yeravda Prison Press and the Photozinco Press. According to the orders issued in Government Resolution, General Department, No. 5956, dated the 19th August 1925 apprentices when selected are trained in India and in England and then they are appointed as Assistant Managers (Non-Gazetted appointments). From this post they are promoted to the grade of the Managers whenever vacancies occur. It is therefore presumed that the promotions from subordinate to the Gazetted posts in this department are not required to be examined by the Public Service Commission."

Stationery : Local purchase of article not permissible.

Chapter VIII—Standing Order No. 12.
Poona, 23rd May 1941.

According to rule 55 (c) of the Manual of Contingent Expenditure, local purchase of articles of stationery, rubber stamps and other articles usually supplied by the Stationery Department is not permissible unless specially sanctioned by Government on the recommendations of the Superintendent, Government Printing and Stationery. Recently this office had to ask for Government sanctions to regularise the purchases made by certain Range Forest Officers in contravention of this rule and Government in according sanction to the purchase already made have drawn attention to the above rule and orders that Range Officers should be directed to obtain their supplies of stationery from the Superintendent, Government Printing and Stationery, Bombay, in future and not to buy them locally. The Conservators are therefore requested to see that in future no articles are purchased locally by any officers. Range Forest Officers are paid a fixed contingent allowance to meet the cost of stationery articles usually required by them and if they require any additional articles for any work of an unusual nature they should report their requirements to the Divisional Forest Officers who should after careful scrutiny of the requirements submit an indent for the articles to the Superintendent of Government Printing and Stationery through the Conservator. If the articles are urgently required the Divisional Forest Officer should issue the articles from the stock held by him which he may replenish by submitting supplymentary indent.

Stationery.

Supply of— for the use of the Court of the Resident Magistrate at Belapur Road, Ahmednagar District.

(G.R., H.D., No. 4099/4, dated 30th June 1941.)

RESOLUTION.—Sanction is accorded to the supply of (1) a Clock and (2) articles of stationery by the Superintendent, Government Printing and Stationery, Bombay, to the Court of the Resident Magistrate at Belapur Road (Ahmednagar District) and to the Resident Magistrate at Baramati (Poona District).

Printing of Forms.

Rambilas Anandilal Podar College, Bombay.

(G.R., G.D., No. 3281/33, dated 23rd June 1941.)

RESOLUTION.—Sanction is accorded to the printing at the Government Printing Presses of forms etc. which may be required by the Rambilas Anandilal Podar College, Bombay. The cost of printing should be debited to "38-Medical" for the purpose of *pro forma* accounts.

2. The forms etc. should be approved by the Surgeon-General with the Government of Bombay before they are sent for printing.

Home Department letter No. 3753/4-B, dated 15th March 1941, to the Registrar, High Court, Appellate Side, Bombay :—

"SUBJECT.—*Capital Sentences.*

Delay in passing of — and their confirmation by the High Court; Steps to prevent —

I am directed to say that recently this Government at the instance of the Governor General's Secretariat, undertook an examination of the interval that occurs in this Province between the passing of a death sentence and its confirmation by the High Court. On an analysis of the figures of 1938 and 1939, the average period was found to be one month and 23 days in 1938 and 2 months in 1939. Government is satisfied that this average is by no means unsatisfactory and understands that in fact it compares favourably with the average period in some other High Courts.

The analysis however disclosed that some cases of delay occurred when the High Court vacations intervened between the passing of the sentence and its confirmation. Government is informed that arrangements are made in all other High Courts, in the Chief Court of Oudh and the Judicial Commissioner's Court, North West Frontier, for the disposal of confirmation cases during the vacation. In view of the great importance of avoiding, as far as possible, suspense and uncertainty to the accused in such cases, I am to request that you will be so good as to move the Honourable the Chief Justice and Judges to consider whether similar arrangements during vacations can be made in the Bombay High Court."

Copy of letter No. 1248 dated 25th March 1941 from the Registrar, High Court, Appellate Side, Bombay, to the Secretary to the Government of Bombay, Home Department, Bombay :—

SUBJECT.—*Capital Sentences.*

Delay in passing of — and their confirmation by the High Court.

To your letter No. 3733/5-B, dated the 15th March 1941, on the subject noted above, I am directed by the Honourable the Chief Justice and Judges to reply as follows :—

"Government appear to have assumed that no arrangement is made in vacation to dispose of confirmation cases. I am to say that such an assumption is entirely incorrect. There are two criminal sittings in each vacation, and it is the settled practice that all confirmation cases ready on these days are taken up and disposed of. They are given the first place on the board, and are heard as speedily as in term time. The utmost delay in hearing a confirmation case which can be occasioned by the High Court Vacation is a fortnight.

Each confirmation case however has to be printed and the High Court is dependent entirely upon the Government Central Press for obtaining the print in such cases. In the examples referred to in paragraph 2 of your letter, the delay must have been due to the prints not being ready, a circumstance over which Their Lordships have no control.

The accompanying statement for the years 1937-40 will show the actual disposal of confirmation cases during the vacation."

Government letter, Home Department, No. 3753/4-B, dated 18th April 1941, to the Superintendent, Government Printing and Stationery, Bombay :—

Subject.—Delay in passing of capital sentence and their confirmation by the High Court.

I am directed to forward for information copy of the papers noted in the margin and to request that you will be so good as to see that the records of confirmation cases are printed without any avoidable delay. The High Court is being requested to mark such cases as "Urgent" to enable the Manager, Government Central Press, to distinguish them from the rest.

1. Government letter, Home Department, No. 3253-4-B, dated 15th March 1941.
2. Letter from the Registrar, High Court, Appellate Side, Bombay, No. 1248, dated the 25th March 1941.

No. M.B. 393 of 1941-42, dated 24th April 1941, from the Superintendent, Government Printing and Stationery, Bombay :—

Copy forwarded with compliments to the Manager, Government Central Press, Bombay.

2. These cases should be treated as Very Urgent.

3. Kindly let me know whether there is any difficulty to treat them as such.

Advertisements.

Notification in connection with the T. S., Dufferin.
Publication of — in the Bombay Government Gazette, free of charge.

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution No. 4532/33.

Bombay Castle, 31st May 1941.

Letter from the Captain Superintendent, I.M.M.T.S. "Dufferin", No. A. 3/G-192, dated the 25th April 1941 :—

"I have the honour to state that a copy of the Ship's Notification inviting applications for last year's Qualifying Examination was forwarded to the 'Publisher of your Government Gazette last year under my letter No. A. 3/G-1150-1157, dated the 25th June 1940 with a request to publish it free of cost in your Provincial Government Gazette. The Notification was published but it is not known whether it was free of cost and whether the sanction covered the publication of the Ship's Qualifying Examination Notice free of cost annually in future.

The Training Ship "Dufferin" is an All-India Institution. It is in the interest of the general public of your Province to make known to them the excellent training and opportunities of a sea-career offered by the "Dufferin".

Last year a request was made to the Government of India and the Publishers of all the Provincial Government Gazettes to publish the Ship's Notification and I am glad to state that the publicity thus obtained produced very good results. We had the maximum number of applicants for the last ten years and the highest number of passes in the Qualifying Examination since the Ship started.

I forward herewith a Notification for the current year and request that its publication in your Government Gazette free of cost may please be sanctioned permanently so as to enable me to send it in future direct to the Superintendent of your Government Press. This year the Notification may please be published in your Gazette of Saturday the 21st June or in the nearest issue to that date.

I may add that the Government of India and the Governments of Bengal, Madras, Central Provinces and Berar, Sind, Orissa and the United Provinces have already sanctioned the publication of our Notification free of cost in their respective Gazettes."

Memorandum from the Superintendent, Government Printing and Stationery, Bombay, No. D/152, dated the 10th May 1941.

"Returned with compliments.

"2. A notice was published in Part I of the *Bombay Government Gazette*, dated 1st August 1940 on page 2423 and the amount of Rs. 9-3-0 being the cost of same was recovered from the Captain Superintendent, I.M.M.T.S. "Dufferin". If Government desire that these Notifications should not be charged for in future, the necessary orders may kindly be issued."

RESOLUTION.—The Notifications from the Captain Superintendent, I.M.M.T.S. "Dufferin" should be published in the *Bombay Government Gazette* free of charge.

Home Department letter No. 572/4 III, dated the 7th June 1941, to the Inspector General of Prisons, Province of Bombay.

SUBJECT.—*Jailors Group I.*

Proposal to notify in the Gazette the appointments of —

"With reference to paragraph 7 of your letter No. 16162, dated the 7th September 1940, I am directed to state that Government is pleased to authorise you to notify in *Bombay Government Gazette* the appointments of Jailors in Group I.

2. Necessary corrections to Bombay Civil Services Rule No. 9 (21) will be issued in due course."

Stationery and Printing Department. Work done for Central Government.

Adjustment of cost of —

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution No. 8938.

Bombay Castle, 5th June 1941.

Read Government Resolution, General Department, No. 8938, dated the 9th November 1932.

Read Government Resolution, Revenue Department, No. 296/33, dated the 10th March 1933.

Letter from the Controller of Printing and Stationery, Government of India No. 2/20/41-P, dated the 20th May 1941 :—

"I have the honour to address you on the subject of the method of adjustment of the cost of the work executed at your Press on behalf of officers of the Central Government. In accordance with the Government of India, Finance Department, letter No. D. 414-F/30, dated the 17th October/ 4th November 1931, the statement of cost is forwarded monthly by the officers in charge of your Presses to the Accountants General concerned for raising the necessary debits against the budget head "56-Stationery and Printing—Central" and a copy of the same endorsed to this office for information. On receipt of the statement the items of work entered therein are checked by this office with a view to seeing whether their printing was duly authorised by this office. If, however, any item of work included in the statement is found to have been printed without the sanction of this office, the matter is referred to the officer concerned. This leads to the raising of debit of cost for the printing of unauthorised items of work and to unnecessary correspondence all round. In order to avoid this, I am to request that if the Local Government sees no objection, instructions may kindly be issued to the officers-in-charge of the Provincial Government Presses to forward the monthly statements, in duplicate, first to this office, with effect from the month of May 1941. This office will after verification return one copy duly countersigned to the Provincial Presses for raising the necessary debits through the Accountants General concerned."

RESOLUTION.—Copies of the foreign letter from the Government of India should be forwarded to the officers and Departments concerned for information and guidance.

(*Except the Press and Forms Manager, Bengal, who is already adopting the proposed procedure.)

Copy of letter No. L. 18/12-1395, dated 23rd July 1941, from the Examiner, Local Funds Accounts, Bombay, to the Secretary to Government, Finance Department, Bombay.

SUBJECT.—Printing of letter heads for the use of the Local Board Audit Department.

"I have the honour to invite a reference to Government Memorandum, Finance Department, No. 1790/33/11543-A, dated 31st May 1940 according sanction to the printing of 3,000 letter heads at the Government Central Press, Bombay, for the use of this office and to state that as the stock of letter heads then printed is nearly exhausted, fresh sanction may kindly be accorded to the printing of 4,000 letter heads as per sample No. 1 and 500 as per sample No. II attached which would satisfy the requirements of this office for about 3 years. The Manager, Government Central Press, who was consulted in the matter states that the cost of printing these forms would amount in all to Rs. 45, *vide* copy of his letter No. B. S. 639, dated 18th July 1941 attached. The favour of early orders of Government is requested.

2. I would also enquire whether with a view to avoid frequent reference to Government, there is any objection to Government sanctioning the printing of these letter heads by the Government Central Press as a permanent arrangement. The average cost of printing per annum might work up to about Rs. 15."

Finance Department, No. 1790/33/1707-A,
30th July 1941.

Subject.—Printing of letter heads for the use of Local Fund Audit Department.

Memorandum.

The undersigned presents compliments to the Examiner, Local Fund Accounts Bombay, and with reference to his letter No. L. 18/12-1895, dated 23rd July 1941, is directed to convey the sanction of Government to the printing of letter heads as per samples No. I and No. II sent by him, at the Government Central Press, Bombay, as a permanent arrangement. The cost of printing should be debited to the head "25-General Administration" for purposes of *pro-forma* accounts.

Development Department Chawls, Bombay.

Rent-free occupation of rooms by inferior Government servants in the—

GOVERNMENT OF BOMBAY.

PUBLIC WORKS DEPARTMENT.

Resolution No. 2892/36.

Bombay Castle, 18th June 1941.

Letter from the Accountant General, Bombay, No. P. W. I-15/276, dated the 24th May 1941, as under:—

"2. In order to enable the Chawl Superintendents to take the necessary action at the proper time in the case of those Government servants who become liable to pay rent or vacate the rooms by their proceeding on leave without pay, transfer, termination of their appointment, etc., it is necessary that the statements required to be sent by the Heads of offices should be sent regularly and promptly. I have therefore to request Government to issue orders to all the concerned Heads of Offices to send the monthly statements regularly to the Manager, Development Department chawls, not later than the 5th of the succeeding month.".

Medical Boards.

Examination for commutation of pensions Procedure relating to —

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution, No. 1714/33.

Bombay Castle, 9th July 1941.

Letter from the Surgeon General with the Government of Bombay, No. S. 217/B, dated the 30th May 1941.

RESOLUTION.—Government is pleased to direct that all heads of offices concerned should, from 1st August 1941, arrange for the medical examinations for commutation of pensions in direct communication (1) with the Civil Surgeons of the Districts concerned in case of examinations by single medical officers and (2) with the Superintendent, J. J. Group of Hospitals, Bombay, and the Civil Surgeons of Poona and Ahmedabad, for examination by Medical Boards.

Annual establishment returns.

Directions for preparation and submission of:—

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution, No. 2704/33.

Bombay Castle, 30th June 1941.

RESOLUTION.—In amplification of Government Resolution, Finance Department, No. 2704/33, dated 7th November 1940, Government is pleased to direct that the following sub-paragraph should be added to the note below direction 8 of the Auditor General's directions for the preparation and submission of the annual establishment return printed as an accompaniment to Government Resolution, Finance Department, No. 2704/33, dated 15th April 1940 :—

"The annual establishment return should be in two parts, one for permanent establishment including the permanent and officiating incumbents of permanent posts, and the other covering all temporary posts in existence on the 1st April each year. Whenever a temporary post is subsequently made permanent, a remark to that effect should be made in the return for that year."

Supply of spacing cards to Sylviculturist to Government, Poona.

(Government Memorandum, Revenue Department, No. S/82/19818-D, dated 3rd September 1941.)

MEMORANDUM.

The undersigned presents compliments to the Superintendent, Government Printing and Stationery, Bombay, and in forwarding a copy of letter from the Chief Conservator of Forests, No. 18/2233, dated 7th August 1941, and its accompaniments, is directed to state that the Sylviculturist to Government, Poona, should be supplied annually with 25 sets of spacing cards.

Copy of letter from the Chief Conservator of Forests, No. 18/2233, dated the 7th August 1941.

Subject :—Research forms—supply of.

I have the honour to state that 25 sets of spacing cards (each set of 5 cards with 5 different tabs) according to the sample sent herewith are required annually by the Sylviculturist, Bombay Province, for maintaining records pertaining to the sylvicultural experiments. The Superintendent, Government Printing and Stationery, who was referred to in the matter has informed me that the required cards can be supplied by him if Government sanction to the supply is obtained. I therefore request you to kindly move Government to sanction the annual supply of 25 Spacing Cards to the Sylviculturist, Bombay Province.

Stationery and Printing Department.

Work done for the Central Government.
Adjustment of cost of—

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution No. 8938.

Bombay Castle, 6th September 1941.

Read Government Resolution, General Department, No. 8938, dated the 5th June 1941.

Letter from the Controller of Printing and Stationery, India, Government of India, No. 2/20-41/P, dated the 9th August 1941.

"I have the honour to refer to this office letter No. 2/20/41-P, dated the 20th May 1941, and to say that it is understood that the accounts of a financial year are closed by the 15th of April of the year following.

2. In order to enable the Accounts Officers concerned to adjust the expenditure incurred in the month of March, on account of the printing work done for Central Officers by the Provincial Governments, within the date referred to in paragraph 1 above, it has been decided that the officers in charge of the Provincial Presses should submit in future the monthly statements in respect of that month direct to the Accounts Officers concerned and a copy thereof to this office for necessary action.

3. Any re-adjustment that may be necessary with reference to the figures, finally accepted by this office may be made in the accounts of the following financial year.

4. * * * *

5. It has been noticed in some instances that blank monthly statements are forwarded to this office when no work is done for the Central Officers. This is unnecessary since no debits are required to be raised. The fact, should however, be communicated to this office by a letter."

RESOLUTION.—Copies of the foregoing letter from the Government of India should be forwarded to the officers and the Departments concerned for information and guidance.

Bombay Primary Education Act, 1923.

Forms—Procedure for the printing of, required by local Authorities.

(Government Resolution, Educational Department, No. S. 96, dated 6th October 1941.

RESOLUTION.—Government is pleased to direct that the following procedure which has so far been adopted only in the case of the forms prescribed by Government under rule 145 of the Primary Education Rules, 1924 (*vide* paragraph 2 of Government Resolution, Educational Department, No. 3631 dated the 19th September 1928), should be adopted

in future in the case of all other forms printed locally by the local authorities if a claim for Government grant is made on the cost of printing such forms :—

(*a*) The Director of Public Instruction shall decide, in the first instance, in consultation with the Examiner, Local Funds Accounts, whether the expenditure incurred in getting any particular forms printed locally should be adopted for grant.

(*b*) If it is decided to admit the expenditure of Government grant, the local authority shall be required to produce a certificate from the Superintendent, Government Printing and Stationery, Bombay, showing what the form or forms printed by it locally would have cost (including freight and all other incidental charges) had they been obtained from the Government Press.

(*c*) If the expenditure incurred by the local authority is equal to or less than the amount certified by the Superintendent, Government Printing and Stationery, under (*b*) above, the whole of it should be admitted for grant, and if it exceeds the latter amount, so much of it only as is equal to the latter should be admitted for grant.

(*d*) If the local authority fails to produce the certificate ,the whole of the expenditure should be disallowed for grant.

Maintenance of confidential reports.

Superior Technical Assistants.

(Government Memorandum, General Department, No. 2621/23-C, dated 8th September 1941.)

Government Central Press, Bombay.

1. All Heads of Sections.
2. All Clerks.
3. Foremen of Piecework Companies.
4. Assistant Foreman of Piecework Company.
5. Type Storekeeper.
6. Readers.
7. Lino Mechanic and Lino Foreman.
8. Machine Mukadam.
9. Assistant, Head Book Binder.
10. Gilder.
11. Section Holders in Binding.
12. Motorman.
13. Fitter and Turner.
14. Carpenter.

Note.—It is not necessary to maintain confidential reports of the holders of the post of binders and piecework compositors, i.e. workmen.

(Government Memorandum, General Department, No. 2621/33-C, dated 28th November 1941).

For the Yeravda Prison Press, Yeravda, Poona.

1. All Heads of Sections.
2. All Clerks.
3. All Readers.
4. English and Gujarati Compositors.
5. English and Kannada Compositors.
6. First Machineman.
7. First Assistant Binder.
8. Stereo Typer.

For Government Photozinco Press, Poona.

1. All Heads of Section.
2. All Clerks.
3. Draftsman in the grade of Rs. 105—5/2—140.
4. Draftsman in the grade of Rs. 75—5/2—100.
5. Photographers in the grade of Rs. 75—5/2—100.
6. Head Printer.

In the case of the Stationery Office and Book Depot, confidential reports should be maintained of the following men in the superior service—

1. All Clerks of the Stationery Office including the Storekeeper.
2. All Clerks of the Government Book Depot.
3. All Mechanics in the workshop of the Stationery Office.

History of Services.

Government Officials.

Classification of — as "for official use only".

GOVERNMENT OF BOMBAY.

GENERAL DEPARTMENT.

Resolution No. 4603/33.

Bombay Castle, 19th November 1941.

RESOLUTION OF GOVERNMENT.

Government is pleased to direct that the History of Services for the Province of Bombay should be classified as a document for official use only, pending further orders.

Stationery.

District Co-operative Officers. Supply of—to.

(Government Memorandum, Revenue Department, No. 6368-H/39, dated 10th October 1941.)

The undersigned presents compliments to the Superintendent, Government Printing and Stationery, Bombay, and with reference to his letter No. 525, dated 30th August 1941, to the Registrar of Co-operative Societies and Director of Rural Development is directed to convey the sanction of Government to the supply of stationery, forms, etc. to the ten District Co-operative Officers whose posts were sanctioned in Government Resolution, No. 4750/39 dated the 11th June 1941 (copy enclosed).

(Copy of Government Resolution, Revenue Department, No. 4750/39, dated 11th June 1941).

Read Paragraph 5/2 of Government Resolution No. 4750/39 dated the 29th November 1940.

Letter from the Registrar, Co-operative Societies and Director of Rural Development, No. Rul. E.S.T./40, dated the 20th January 1941.

RESOLUTION.—Sanction is accorded to the employment of the following staff in the Co-operative Department on a temporary basis up to 28th February 1942:—

1 District Co-operative Officer on Rs. 180—10—270.

3 District Co-operative Officers on Rs. 135—5—180.

6 District Co-operative Officers on Rs. 95—5—130.

16 Peons on Rs. 14 each per month.

2. The charge on account of the staff should be debited to the head "42-Co-operation" Special Development Programme". The Registrar should be

requested to report by 1st November 1941 the total expenditure likely to be incurred on the staff during the current year. On receipt of this report, steps will be taken to point out a source from which the expenditure should be met.

3. Proposals for the continuance of the staff, beyond 28th February 1942, should be included in the list of new items for 1942–43.

Political and Services Department letter, No. 1639/34-A, dated the 21st October 1941, to the Controller of Inspection, Indian Stores Department, Bombay Circle.

Subject.—Liveries for Inferior Staff.

"With reference to your letter to the Secretary to the Government of Bombay, General Department, No. 36-G/66, dated the 1st September 1941, I am directed to state that the Superintendent, Government Printing and Stationery, Bombay, is being asked to supply you, for the duration of the war, cloth for cotton suits, kamberbands and red belts for the peons in your office on payment of cost of material plus usual departmental charges."

Copy of letter from the Controller of Inspection, Indian Stores Department, Bombay Circle, No. 36-G/66, dated the 1st September 1941, addressed to the Secretary to Government, General Department.

Subject.—Liveries to Inferior Staff.

"I have the honour to enclose herewith copies of marginally noted correspondence with the Superintendent, Government Printing and Stationery, and to state that it is not possible for this Department to arrange for the purchase of liveries within the rates sanctioned by you.

This office letter No. 36-G 66, dated 20th June 1941.

Superintendent, Government Printing and Stationery, Bombay, letter No. A. B. 438, dated 28th June 1941.

I have therefore to request that necessary sanction may kindly be accorded to enable this Department to obtain supplies through the Superintendent, Government Printing and Stationery, Bombay, on payment of cost of material plus usual departmental charges for the duration of the war."

Copy of letter from the Controller of Inspection, Indian Stores Department, Bombay Circle, No. 36-G/66, dated the 20th June 1941, addressed to the Superintendent, Government Printing and Stationery, Bombay.

"In inviting a reference to your letter No. A. B. 252, dated 15th May 1941, I have the honour to state that I require liveries for 16 peons. The Controller of Purchase, Indian Stores Department, Bombay, was requested to place an order but he has expressed his inability to arrange for their purchase within the scales sanctioned by you due to the present condition of the market.

2. I shall therefore be obliged if you will kindly arrange to supply the following items of liveries within the sanctioned scale through your contractors at an early date :—

56 Cotton suits (56 pants and 56 coats)

24 Khaki Pagrees.

12 Red Kamarbands.

12 Red Belts.

The contrators may be instructed to take measurements of the peons in this office.

Departmental charges, if any, may please be claimed by you."

Copy of letter from the Superintendent, Government Printing and Stationery, Bombay, No. A.B. 438, dated 28th June 1941, addressed to the Controller of Inspection, Bombay Circle, Bombay.

"With reference to your letter No. 36-G/66 dated the 20th instant, I have the honour to state that this office supplies cloth for cotton suits and kamarbands. Ready made belts will be supplied by this office. Khaki Pagrees are not stocked and supplied by this office. Cloth for cotton suits and kamarbands and red belts will be supplied to you on receipt of the sanction of the Bombay Government."

Copy of letter from the Controller of Inspection, Indian Stores Department, Bombay Circle, No. 36-G/66 dated the 17th September 1941, addressed to the Secretary to Government, General Department.

" I have the honour to invite a reference to this office letter No. 36-G/66 dated 1st September 1941 and to request that you will kindly accord necessary sanction to enable this office to obtain the liveries of peons through the Superintendent, Government Printing and Stationery, Bombay ".

REVENUE DEPARTMENT.

No. 5072-G/39-Confd.

Bombay Castle, dated 31st October 1941.

Subject—Stationery.

Special Land Acquisition Officer to deal with work in connection with acquisition of land required for a new aerodrome near Santacruz, Cantonment.

MEMORANDUM.

The undersigned presents compliments to the Superintendent, Government Printing and Stationery and in forwarding a copy of the Collector, Bombay Suburban Districts letter No. G. N. L., dated 7th October 1941, is directed to request him to supply the necessary stationery articles to the Special Land Acquisition Officer.

REVENUE DEPARTMENT.

No. 8628/33/26308-E.

Bombay Castle, dated 6th November 1941.

Subject—List of Candidates for Mamlat. Annual printing of—

MEMORANDUM.

The undersigned presents compliments to the Commissioner, Southern Division, and with reference to his letter No. E. S. T. 1459, dated 23rd October 1941, is directed to convey the sanction of Government to the annual printing of the list of Candidates for Mamlat.

REVENUE DEPARTMENT.

No. 4114/33/22213-H.

Bombay Castle, dated 22nd October 1941.

Subject—Co-operative Training and Education Scheme.

Supply of articles of stationery to Educational Supervisors and clothing to their peons.

MEMORANDUM.

The undersigned presents compliments to the Registrar of Co-operative Societies and Director of Rural Development, and with reference to his letter No. ADM/284-IV, dated 6th September 1941, is directed to convey the sanction of Government to the supply of articles of stationery to the Educational Supervisors employed under the Co-operative Training and Education Scheme and clothing to their peons. The expenditure should be debited to the Government of India subsidy for the scheme.

Seniority in Provincial Services.

(G.P. & S. D. R., No. 4283/34, dated the 21st November 1941.)

RESOLUTION.—Government is pleased to direct that the following principles should be observed in determining the seniority of direct recruits and promoted officers in the Provincial Services except the Bombay Service of Engineers, Class I—

(1) In the case of direct recruits appointed substantively on probation, the seniority should be determined with reference to the date of their appointment on probation.

(2) In the case of officers appointed to substantive vacancies, the seniority should be determined with reference to the date of their promotion to the substantive vacancies provided there has been no break in service prior to their confirmation in those vacancies.

Deeds.

Execution of and contracts on behalf of the Governor.

(H. D. C., No. 5940/3-III, dated the 22nd October 1941.)

Section 175 (3) of the Government of India Act, 1935, provides that all contracts made in the exercise of the executive authority of a Province shall be expressed to be made by the Governor of the Province and that all such contracts and all assurances of property shall be executed on behalf of the Governor by such persons and in such manner as he may direct or authorise. The question whether under the above provisions a contract must necessarily be evidenced by a formal document in the nature of an indenture or deed is not entirely free from doubt. In Secretary of State for India in Council versus Bhagvandas Goverdhandas reported in 40 Bom. L.R. 19, the High Court has taken the view that under section 30 of the Government of India Act 1915, a formal document or deed is not necessary and that a contract can be concluded by correspondence between the contracting parties. In order, however, that such correspondence should constitute a concluded contract, it is essential that any offer made or accepted by Government should be expressed to be made or accepted by the Governor of Bombay. The officers who are authorised to execute deeds and contracts on behalf of the Governor of Bombay are therefore requested to take good care to see that in cases in which they make or accept any offers, such offers are expressed to be made or accepted by the Governor of Bombay.

Hints on detecting counterfeit coins.

GOVERNMENT OF BOMBAY.

FINANCE DEPARTMENT.

Resolution No. 1514/33.

Bombay Castle, dated 26th November 1941.

RESOLUTION OF GOVERNMENT.

The accompanying Memorandum issued by the Master of the Mint, Bombay, containing "Hints on detecting George VI counterfeits of 1940 and onwards with security edge" should be brought to the notice of all heads of offices for information and guidance.

Two kinds of counterfeits are found, cast and struck, or a combination of the two.

2. Cast counterfeits are the most easily made, and therefore more usually found. The mould into which the molten metal is poured, may be made of sand, clay, powdered burnt brick, plaster of paris or similar material, and the impression on the mould is taken from the genuine coin. The mould has a small hold, or "gate" cut in the rim, through which the molten metal is poured. The metal which fills this hole, and solidifies with the rest of the casting, forms a profection on the rim of the cast coin, which must be cut off to enable the rim at this point to be finished and milled by hand, and security groove put in. Signs of this hand finishing can usually be detected on the rim of cast counterfeits.

3. Struck counterfeits are made by striking or pressing blanks between dies of hard metal, the designs of which are engraved by hand, or from dies of softer metal on which the impressions can be transferred from a genuine coin. The blanks, thus struck, may have been first cast or cut from sheet metal.

4. Counterfeits are more easily detected if compared with one or more genuine coins of the same design, using a magnifying glass if necessary. A suspicious coin may also be weighed against a genuine coin showing the same amount of wear, since most counterfeits which do not contain much lead are lighter than genuine coins.

5. When rung on a hard surface, genuine coins should give a clear sound. Counterfeits, as a rule, do not produce a clear ring if made of base metal. Others may contain more silver than the genuine coin which contains 50 per cent. silver and in this case the ring may be clear, but will give a lower tone than the genuine alloy.

This, however, is not a conclusive test, as counterfeits occasionally ring well, while genuine coins are sometimes "dumb" owing to small cracks or flaws in the metal. The presence of such cracks, if visible on the edge of the coin would indicate that the coin is genuine.

6. The thickness of the genuine coin is uniform while counterfeits are sometimes thicker at one side than at the other, and are often slightly bent or distorted, so that they will not lie evenly between two other coins.

7. The rim of genuine Rupees, half-rupees and quarter rupees are regularly milled all round with straight indentations at right angles to the faces, but rupees of 1940 and onwards, and half-rupees of 1941 onwards have also a security device in the centre of the milled edge. This device consists of a shallow groove containing alternative heads and diagonal lines, in two sections, separated by blank spaces. The blank portions on rupees of 1940 are about twice the length of those of rupees or half-rupees bearing the date 1941. In counterfeits of these coins, the milling is often at a slant, the spaces between the indentations irregular, and the indentations themselves uneven or broken. The milling can best be examined by placing the suspected coin between two good coins of the same description, when defects can readily be detected.

Coins should not be classed as counterfeits solely on account of bad milling. Since genuine coins are found with worn milling, with portion soldered for use as ornaments or with the edges filed or touched up. Coins or which the milling is good however, are seldom counterfeit.

8. The beading on the face of the rim of genuine coins should be even and regular, the pearls being uniform in size and shape, and evenly spaced. The enclosed spaces of letters and figures such as O, P, A, R, D, 4, 9, 0, in cast counterfeits are sometimes filled with metal. In struck counterfeits the pearls are often spaced at irregular intervals and are sometimes very small and far apart.

9. The beads and diagonal lines which appear alternately in relief, inside the security groove should be clear cut, well defined, and uniform in size and shape. The blank portions of the groove should be equal in length. In counterfeits, the beads and diagonal lines are often badly shaped and uneven in size, the intervening spaces being sometimes filled with metal. The blank portions usually show signs of metal having been scooped out by hand, resulting in broken milling on either side of the blank portion, and possibly a wider groove than in genuine coins.

10. The devices on the observe and reverse should be clear and well defined, especially in outline. Blurred lines or edges and an imperfect impression (unless plainly due to wear and tear) are suspicious. Letters and figures of the inscription should be clear, well defined and rounded. Blurred, irregular, or double lines are to be regarded with suspicion. In some counterfeits the letters are much thinner than on genuine coins.

11. The table or plain surface of the coin (i.e. the portion not occupied by any design or inscription, should be smooth, even and free from blemish. An uneven, spotted or rough surface with irregular modes of metal thereon is suspicious.

12. All cast coins are counterfeits. In a cast coin the surface is usually rough or pitted with minute holes. The rim is usually defective, particularly at the "gate" or point where the metal was poured into the mould.

13. In the case of struck counterfeits, it is not unusual to find several with indentical marks or defects, having been struck from the same dies. The milling is usually very irregular. In the case of cast counterfeits, the milling and the design in the groove are often evenly spaced, except at the "gate" where the surplus metal has been removed.

14. Genuine coins which have suffered by the action of chemicals or fire may have rough and discoloured surfaces though they are generally distinguishable from cast coins. In doubtful cases suspicious coins should be sent to one of the Mints for examination.

15. Counterfeits made from a mixture of tin and lead are soft and easily bent, and will sometimes emit a cracking noise when bent between the fingures while being held close to the ear.

16. Rupees bearing dates 1938 and 1939 and half-rupees bearing dates 1938, 1939 and 1940 which are found with the security grooved edge are definitely counterfeit. Rupees and half-rupees of these issues are regularly milled all round like earlier issues without a security edge. Similarly rupees of 1940 and onwards, and half-rupees of 1941 and onwards which are regularly milled all round like earlier issues are also counterfeits.

17. A counterfeit will usually be found to exhibit at least two or more of the foregoing faults. A coin should not ordinarily be condemned for only one fault unless it is very marked.

18. George VI Rupees of 1938 and 1939, half-rupees of 1938 and 1939 and quarter-rupees of 1939 are made of Standard Silver. Rupees, half-rupees and quarter-rupees of 1940 and onwards are made of quarternary alloy containing 50 per cent. silver. Rupees of 1940 and onwards, and half-rupees of 1941 and onwards are also provided with the "Security Edge". The hints on detecting counterfeits of earlier issues given in Appendix 1 to follow page 63 of the Resource Manual are equally applicable to these coins, except that the letters and figures are rounded and not sharp edged.